

Logistics

# Issue and Sale of Personal Clothing

Headquarters  
Department of the Army  
Washington, DC  
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**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 700-84

Issue and Sale of Personal Clothing

Change 13. This change--

- o Retitles the Project Office for Clothing and Services as Weapon Systems Manager for Clothing and Services.
- o Changes the term "member" to soldier.
- o Adds responsibilities of Major United States Army Command(para 1-4e.1).
- o Increases options of payments made to the Army Military Clothing Sales Store by authorizing payment by credit card (para 3-6a).
- o Reiterates and tightens policies regarding maternity uniforms (para 4-9a through c).
- o Adds requirements of in-house laundry to replace clothing that is damaged as well as lost by a facility (para 5-4c).
- o Changes gratuitous issue approval authority from major Army command (MACOM) commander to the first General Officer in the soldiers chain of command (para 5-4f).
- o Changes clothing requirements of soldiers reporting to the U.S. Disciplinary Barracks. Soldier does not have to report with a full clothing bag as previously required (table 5-1).
- o Provides MACOM points of contact for approval of civilian clothing allowance (para 8-7).
- o Adds new requirements for U.S. Army Reserve (USAR) clothing inventories and inspections (para 14-5a.1).
- o Adds requirements in accounting for personal clothing when soldiers are released from active duty with a reserve contractual obligation (para 14-6.1).
- o Expands policies on turn-in of clothing in USAR and Army National Guard (ARNG) (paras 14-8 and 15-9).
- o Adds policies regarding clothing for USAR soldiers in the active duty for special work (ADSW) program (para 14-8.1).
- o Prescribes policies for Active Duty Guard/Reserve-conversion(AGR/AC) soldiers assigned to troop program units (para 14-11.1).
- o Prescribes clothing policies for soldiers who are re-entering the ARNG after an absence of one year (para 15-7e).

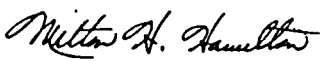
Logistics

## Issue and Sale of Personal Clothing

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
*General, United States Army*  
*Chief of Staff*

Official:

  
MILTON H. HAMILTON  
*Administrative Assistant to the*  
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**History.** This publication was last printed on 15 May 1983. Since that time permanent Changes 1 through 12 have been issued. As of 1992 those changes remain in effect. This UPDATE printing incorporates those changes in the text. This printing also publishes a Change 13 which is printed in the form of a revision. It is recommended that Change 12 be maintained for reference purposes because new and changed portions have not been highlighted.

**Summary.** This regulation covers the issue and sale of personal clothing in the Army.

**Applicability.** This regulation applies to the

following: officers, retired personnel, and enlisted soldiers of the Active Army, the Army National Guard, and the U.S. Army Reserve; and to cadets and institutions of the Army Reserve Officer's Training Corps and Department of the Army civilians.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff for Logistics. The Deputy Chief of Staff for Logistics has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The Deputy Chief of Staff for Logistics may delegate this approval authority in writing, to a division chief under their supervision, within the proponent agency who holds the grade of colonel or the civilian equivalent.

**Army management control process.**

This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are contained in DA Circular 11-88-4.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior

approval from HQDA (DALO-TST-E), WASH DC 20310-0564.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, ATTN: DALO-TST, Washington DC 20310-0564. For the Army National Guard, requests for change will be submitted through Chief, National Guard Bureau, ATTN: NGB-ARL-P, 111 S. George Mason Drive, Bldg T-420, Arlington Hall Station, Arlington, VA 22204-1382.

**Distribution.** Distribution of this publication is made in accordance with the requirements on DA Form 12-09-E, block number 2560 intended for command level A for the Active Army, the Army National Guard, and the U.S. Army Reserve.

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## Chapter 1 Introduction

### 1-1. Purpose

This regulation prescribes the policies, procedures, and responsibilities for the issue and sale of personal clothing to members of Army activities and to Department of the Army civilians (DAC). It describes systems for the maintenance, replacement, and disposition of such clothing and gives the conditions under which these systems apply. Policies and procedures in this regulation are designed specifically for enlisted soldiers, although limited policies or procedures may apply to officers and warrant officers. This regulation also gives supply policies and procedures for the operation of the uniform clothing program. They apply to the Active Army, Army National Guard, U.S. Army Reserve, and Reserve Officers' Training Corps (ROTC), including the Army Senior and Junior Reserve Officer Training Corps (SROTC and JROTC and DAC). These procedures also apply to other personnel or organizations supported under the clothing replacement allowance or issue-in-kind systems or AAFES-operated AMCSSs.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

a. The Director for Transportation Energy and Troop Support (DTRETS), Office of the Deputy Chief of Staff for Logistics (ODCSLOG), has staff supervision over all Army Military Clothing Sales Stores (AMCSSs) and Clothing Initial Issue Points (CIIPs). As such, the DTRETS will—

(1) Develop and approve policies and procedures for the Army clothing program.

(2) Monitor the overall operation of the clothing monetary allowance system.

(3) Coordinate with Headquarters (HQ), Army and Air Force Exchange Service (AAFES) regarding the operation of AMCSS.

(4) Support the DCSLOG on the Army Clothing and Equipment Board (ACEB) and make presentations to the ACEB as required.

(5) Participate in or represent Army at Office of the Secretary of Defense (OSD), Defense Logistics Agency (DLA), or joint service meetings involving clothing matters.

(6) Participate in periodic reviews of materiel obligations with Defense Personnel Support Center (DPSC) inventory managers.

b. The Commander of the AAFES will—

(1) Operate AMCSSs according to memorandum of understanding and policies established by this regulation. Direct contact will be maintained between HQ AAFES, Headquarters, Department of the Army (HQDA), U.S. Army Aviation and Troop Command (ATCOM), Weapon Systems Manager (WSM) for Clothing and Services, major Army commands (MACOMs), and other Army services in accomplishing this responsibility.

(2) Report on a monthly basis, the dollar value of DPSC inventory on loan to WSM for Clothing and Services ATTN:AMSAT-W-TC, Fort Lee, VA 23801-6400.

(3) Submit monthly billings for operating costs incurred in the operation of AMCSS to WSM for Clothing and Services, ATTN:AMSAT-W-TC, Fort Lee, VA 23801-6400. Billings will be broken out by installations and cover the period being billed.

c. The WSM for Clothing and Services will—

(1) Assist major Army commanders, AAFES, and the Superintendent, U.S. Military Academy by making periodic assistance visits to AMCSSs and CIIPs to ensure that they comply with established policies and procedures.

(2) Recommend corrective action when needed to improve the

services provided, stockage of items, or appearance of the physical facilities.

(3) Function as the Army focal point for AAFES inquiries on policies, concepts, interpretations, methods, and systems concerning the Army uniform clothing program.

(4) Participate in periodic reviews of materiel obligations with DPSC inventory managers.

(5) Process suggestions concerning the Army clothing and textile program.

(6) Maintain records, obtain data, and develop reports, studies, and projects when requested by HQDA.

(7) Budget for and reimburse AAFES for operating costs incurred in the operation of AMCSS.

(8) Program, budget, and manage AMC Stock Fund requirements for clothing items in AMCSS.

(9) Budget and fund for subsequent facility upgrade for B account items.

d. The major Army commander will—

(1) Designate appropriate staff elements for communication with HQ, AAFES, and WSM for Clothing and Services.

(2) Recommend policy or procedural changes to improve AMCSSs operations.

(3) Budget and fund for the upgrade, replacement of commercial fixtures, construction, repair, or renovation of AMCSS facilities.

(4) Conduct spot checks of AMCSS and secure technical assistance from WSM for Clothing and Services or chief of the applicable exchange region when necessary.

(5) Provide WSM for Clothing and Services with information and recommended solutions to any problems which cannot be resolved at installation or MACOM levels.

(6) Ensure compliance with AR 210-20.

e. Installation commanders in the Active Army will—

(1) Evaluate the responsiveness of AMCSSs service to customer needs and command requirements.

(2) Provide suitable buildings for operating the AMCSSs in accordance with the installation master plan. Ensure that additional facilities requirements comply with the installation master plan, in that existing assets are being effectively and efficiently used thereby justifying their need prior to initiating a new project.

(3) Together with the installation exchange manager, determine the requirements for the establishment and disestablishment of stores and annexes, and the hours of operation for maximum customer service and economy of operation.

(4) Ensure compliance with this regulation by all personnel and unit commanders under his or her jurisdiction.

(5) Conduct spot checks of AMCSSs when considered necessary. Secure technical assistance from WSM for Clothing and Services, MACOM, or chief of the applicable AAFES exchange region when necessary.

(6) Designate in writing an officer-in-charge or civilian-in-charge of the CIIP if this activity is operated at the installation.

(7) Take corrective action on inspections and reports of inspections pertaining to his or her area of responsibility.

(8) Ensure that persons are properly processed on transfer, as far as allowances, serviceability, appearance, and fit of clothing are concerned.

(9) Budget and fund for upgrade, replacement of commercial fixtures, construction, repair, or renovation of AMCSS facilities.

(10) Together with the AMCSS manager, and with written approval of the MACOM and AAFES commander, select merchandise designated as organizational clothing and individual equipment (OCIE) of stockage and cash sale in the store.

(11) Ensure that the supporting finance and accounting officer pays AAFES for all properly documented noncash transactions made by the AMCSS.

(12) Advise the AMCSS manager of any planned field training exercises and increases or decreases of student loads which would increase or decrease demands.

(13) Ensure that test uniforms, footwear, and related items shipped to the installation are delivered and tested within the rules

established by the Army activity conducting the test program. Ensure that evaluation reports are submitted by testing individuals to the designated addressee.

(14) Staff the CIIP with sufficient personnel to perform functions efficiently

*e.1.* Major U. S. Army Reserve Command (MUSARC) commanders will—

(1) Obtain a copy of supporting installation AMCSS instructions regarding requisitioning and due-out procedures for USAR. MUSARC commanders will also ensure that units conducting business with AMCSS are provided a copy of these instructions.

(2) Coordinate with supporting installation Director of Logistics to determine the appropriate turn-in procedures to be used by USAR units for turning in personal clothing not issued due to personnel transfers and/or soldiers dropped from the rolls for unsatisfactory participation. A copy of the procedures will be provided to all subordinate units that conduct business with supporting installation.

*f.* Personnel officers will start the necessary action for payment of authorized monetary allowance, stoppage of such payment, and collections against pay for individual charge sales.

*g.* Unit commanders will—

(1) Exercise caution to assure only personal clothing items listed in CTA 50-900 are entered on DA Form 3078 (Personal Clothing Request). Maintain controls on individual charge sales. Keep the approval of such sales to the minimum (para 3-10).

(2) Assure the duffel bag is properly marked (para 1-8).

(3) Direct clothing inspections or inventories as indicated in (a) through (f) below, at least annually. A record of inspections or inventories will be recorded on DA Form 3078 or DA Form 4886 (Issue-In-Kind Personal Clothing Record). However, commanders may permit sergeants through sergeants major to furnish a statement they have all their clothing and items are serviceable. Commanders may conduct inspections or inventories more frequently if the wish. Records, however, will be kept only for the most recent inspection or inventory. Clothing inspections or inventories will be conducted—

(a) On completion of 6 months of active duty service (para 5-2b(2)(b)).

(b) On arrival of newly assigned personnel (para 11-2).

(c) At duty station on return from overseas areas.

(d) Prior to departure of personnel for overseas movement or other permanent change of station (para 11-1).

(e) Prior to departure and immediately upon return of personnel from attendance at Service schools.

(f) At the discretion of the unit commander, except as stated in (a) through (e) above.

*h.* Commanders at all levels will ensure that—

(1) Enlisted soldiers under their command obtain the following allowances:

(a) Initial allowances of personal clothing items during initial processing. Only DPSC-procured clothing items will be issued to new recruits.

(b) Required supplementary allowances of personal clothing, if applicable, as approved by HQDA. (See paras 4-6 and 4-7.)

(2) Authorized items of personal clothing are in the possession of individuals and that clothing is kept serviceable at all times.

(3) Initial allowance of personal clothing items sold in AMCSS are properly fitted and, if required, are altered at the time of issue or sale.

(4) Sales, issue, and alteration facilities are provided as required.

(5) Uniforms are properly fitted.

(6) Clothing is worn as prescribed.

(7) Individuals are not required to purchase prescribed items in excess of authorized allowances.

(8) Personnel are aware that the sale, gift, loan, barter, or pledge of clothing to unauthorized persons is prohibited. Further, it is unauthorized to obtain any clothing from Defense Reutilization and Marketing Office (DRMO) to exchange for serviceable items.

*i.* Enlisted soldiers will—

(1) Have in their possession, in a serviceable condition at all

times, the items and quantities of personal uniform clothing issued to them. This includes requirements for new allowances (para 4-5) and supplemental allowances (para 4-6).

(2) Maintain a smart military appearance at all times. Make sure their uniforms fit properly and are worn in a military manner.

(3) Use the clothing replacement allowance the Government pays them to replace clothing items. The soldier is responsible for accumulating the allowance for cash purchase of clothing items. This allowance is not applicable to Army National Guard (ARNG) or U.S. Army Reserve (USAR) soldiers on active duty for less than 179 days.

(4) Safeguard their uniforms and equipment at all times. This means during all movements, unless military authority directs movement of baggage on a "unit" basis or on a Government bill of lading (GBL).

(5) Assure that distinctive or common items of the uniform purchased from commercial sources meet the specification for the like design, shade, cloth, and fit of the military item.

## 1-5. Scope

See paragraph 1-1.

## 1-6. Authority

*a. Statutory authority.*

(1) Section 4562, title 10, United States Code (10 USC 4562) authorizes the President to prescribe the quantity and kind of clothing furnished to Service members.

(2) Section 418, title 37, United States Code (37 USC 418) also authorizes the President to prescribe the amount of cash allowance to be paid to enlisted soldiers when clothing is not furnished.

(3) Section 4621, title 10, United States Code (10 USC 4621) authorizes the sale of clothing.

(4) Section 5901, title 5, United States Code (5 USC 5901) authorizes the amount of cash to be provided civilians for purchase of the Army camouflage uniforms and footwear, when required for wear during field exercises conducted by the military.

*b. Delegation of authority.* The functions vested in the President by 37 USC 418 have been delegated to the Secretary of Defense by Executive Order 10113, 24 February 1950.

## 1-7. General provisions

*a.* Regardless of the system or method used to furnish enlisted soldiers with individual clothing, nothing in this regulation will prohibit the recovery of clothing when it is in the best interest of the Government to do so when directed by HQDA. This regulation will neither restrict the Army in exercising control over personal clothing.

*b.* Any departure from the provisions of the clothing allowance system will require prior approval from the Secretary of the Army.

*c.* The mission of AMCSS is to issue clothing and make cash and individual charge sales.

*d.* Clothing and footwear items will be fitted by trained fitters in accordance with TM 10-227. At the time of issue or sale, outer garments and footwear must be tried on while wearing the proper subgarments. The fit must be inspected by trained fitters. Individuals will not be advised or permitted to accept a poorly fitted garment or footwear with the understanding that it can be exchanged at a later date or at the next duty station.

*e.* Articles of outer personal clothing issued as part of the initial allowance or purchased by enlisted soldiers from AMCSS will be altered, if required, to fit the individual at time of issue or purchase.

(1) During the first 6 months of active duty service the following applies:

(a) Alterations to other clothing made during the first 6 months of service will be at Government expense. Replacement is authorized when physical profile changes during the first 6 months of service are such that the cost of alterations to items of outer individual clothing would exceed the cost of replacement issues; this is the cost of replacement less the reissue or resale value of the replaced items. First priority of issue will be made from stocks of serviceable



used clothing. The clothing activity manager will decide whether replacement is more economical than alteration.

(b) Exchange of misfit footwear is authorized within 90 days of service. Exchange of clothing and footwear will be made by processing enlisted soldiers through the AMCSS or CIIP (see chap 5).

(2) After the first 6 months of service (except at the time of issue or sale) alteration to personal clothing will be at the expense of the soldier.

f. Repairs to individual clothing, after the first 6 months of service, or repairs to footwear after 90 days of service, will be at the expense of the soldier.

g. The Secretary of the Army may exempt certain areas from providing a clothing allowance system. In exempted areas, personal clothing worn out through fair wear and tear will be replaced through the issue-in-kind system. Under such a system, except in combat areas, costs for drycleaning, pressing, or laundering will be at the expense of the enlisted soldier. Government or contractual laundry and drycleaning facilities will be made available for this purpose, except in the ARNG and USAR. In combat areas (field laundry only) drycleaning, pressing, or laundering will be at Government expense. These services will be either through necessary processing of items and return to wearer or through exchange of soiled items for clean items. Personal clothing and individual equipment of enlisted soldiers on the clothing issue-in-kind system will be repaired or altered at Government expense.

h. When a person cannot be fitted properly from stock sizes or by alterations, a requisition for special measurement clothing will be submitted (para 7-2).

i. Special measurement footwear will be requisitioned when required (para 7-3).

j. Clothing and footwear for personnel allergic to fabric, dye, or metal will be submitted, when required (para 4-10).

k. Orthopedic footwear will be provided as a medical appliance under the following conditions:

(1) The normal criteria for furnishing medical appliances to military soldiers must be met (para 7-5).

(2) Footwear must be manufactured using a special orthopedic last.

(3) The enlisted soldier requesting orthopedic alterations to standard footwear at Government expense must furnish the footwear.

l. See chapters 9 and 10 for policy concerning the issue or sale of personal clothing to ROTC cadets and institutions.

m. See TM 10-8400-201-23 for basic policies covering the condition, appearance, and serviceability standards of clothing. Priority for issue and sale of new and used service and utility uniforms at CIIPs and through AMCSSs is as follows:

(1) Issue priority is as follows:

(a) *First.* Limited or substitute standard condition code B (used), fully serviceable and meets standards of appearance.

(b) *Second.* Limited or substitute standard condition code A.

(c) *Third.* Standard condition code B (used), fully serviceable, and meets standards of appearance.

(d) *Fourth.* Standard condition code A.

(2) Sale priority is as follows:

(a) *First.* Condition code A.

(b) *Second.* Condition code B.

(3) Condition code A and B items are authorized for issue or sale in AMCSSs.

(4) Only new leather footwear is authorized for issue or sale in AMCSSs and at CIIPs.

n. AMCSS will maintain DA Form 7000 (Delegation of Authority-Army Military Clothing Sales Store) for all personnel authorized to approve or sign requests for noncash transactions on DA Form 3078. CIIP will maintain DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies). For guidance on preparation of DA Form 1687 see DA Pam 710-2-1, para 2-28; and fig 2-15.

## 1-8. Marking instructions

a. The initial issue duffel bag is given an identification marking. All other items are not marked.

b. Markings usually are applied at the soldier's assigned unit. If issue is made at a reception center, the commander makes certain that markings are properly applied before the soldier is transferred to another unit. The mark "U.S." is applied at the time an item is procured. The unit commander is not concerned with this marking except to renew a faded or blurred mark.

c. The size of letters and numerals used are not less than 1 inch nor more than 2 inches high. Letters are stenciled on the duffel bag with black ink (8010-00-292-7686, 1 quart; 8010-00-285-4911, 1 gallon; or 7510-00-196-1062, 8 ounces tube) using a stencil brush and stencil board.

d. The duffel bag is marked in black with the soldier's last name, first name, and middle initial (or last name, first initial, middle name) and social security number (SSN).

e. The bag is prepared in a flattened position. The bottom is at the right and the handle is at the top. The name is stenciled parallel to the handle. The top of the letters are 2 inches below the rectangular-stitched web patches securing the handle. The last letter of the name ends even with the top of the "U.S." mark. The SSN is parallel to and 1 inch directly below the first letter of the person's name.

f. Overseas shipment marks are applied only when the person is under overseas movement orders.

## Chapter 2 Army Military Clothing Sales Store

### 2-1. Introduction

This chapter provides policies and procedures for establishing AMCSSs. Procedures may be modified, if necessary, to adapt to automation. This includes the use of other forms more suitable to the automated system. However, the automated system must meet the requirements to establish effective internal accounting controls.

### 2-2. Establishment and disestablishment of AMCSSs

a. Clothing stores may be established at installations where 300 or more Active Army personnel are assigned throughout the year. Request for establishment of new stores should be submitted by the installation commander, after coordination with the installation exchange manager, through the MACOM to WSM for Clothing and Services, ATTN: AMSAT-W-TC, Fort Lee, VA 23801-6400 for approval by WSM for Clothing and Services and HQ AAFES. MACOMs must provide funds for initial upgrade and estimated yearly sales.

b. When circumstances dictate, the installation commander may request disestablishment of an AMCSS. Such requests should be submitted as indicated in paragraph a above.

c. Clothing stores will not be established in the ARNG. For the sale of clothing in the ARNG, refer to chapter 16.

### 2-3. Display of clothing items in AMCSSs

a. Displays that are neat and attractive create a modern store atmosphere. Types of displays vary from one store to another; however, all should be designed with the customer in mind. Information and display signs should be in good taste and be professional in appearance and workmanship. Prices of clothing items stocked in AMCSS must be prominently displayed.

b. Large mirrors should be installed in selected locations to enable the clerk-cashier to observe any part of the store which otherwise might be obscured by clothing display cases. The store will contain readily accessible dressing rooms. This will permit the try-on method of fitting.

c. Displayed merchandise should be readily accessible and have sizes/prices visible. Shirts, drawers, and socks will be displayed by size. Lighting should be adjusted to give the best effect on displayed items.

d. AG coats, and trousers, for sale or issue, that are not free of wrinkles, will be steamed/pressed before placement on display racks.

e. Garments displayed on mannequins will be properly fitted.

f. Shopworn garments will be cleaned, steamed/pressed, and reclassified if necessary. Items displayed on open shelves and open racks will be protected to prevent deterioration.

g. Condition code B items (used) will be separated from new items. These items will be properly tagged for ready identification as serviceable clothing. All rank insignia will be removed from serviceable used clothing items offered for sale or issue. If obvious discoloration is noticeable after the insignia has been removed the item will be reclassified and transferred to DRMO. For medical reasons, no dirty or soiled serviceable used items will be accepted at the AMCSS.

h. Clothing items should be unpacked and hung on racks in a standby area or warehouse to allow wrinkles to diminish before hanging them in the store.

i. Sizes of uniform items may be attached to the sleeve of the coat or on trousers or skirts by clips or other methods. This will aid the customer in finding the correct size, minimize handling, and maintain stocks in proper place.

j. Use of wooden hangers improves the appearance of military uniform items.

#### **2-4. AMCSS customer service**

a. Customer service requires the cooperation of all personnel. Complaints of unsatisfactory merchandise should be evaluated toward customer satisfaction.

b. The success or failure of the AMCSS lies with the personnel assigned. The very latest equipment installed in a new store located in the center of community activity, with an adequate inventory, can only function properly if responsible personnel are assigned. Clothing store personnel must always present a neat appearance. They must have a friendly attitude toward all customers.

c. The AMCSS operating hours should provide optimum shopping time for supported personnel. Operating hours similar to other personal service activities are most advantageous. Store hours will be prominently posted outside the AMCSS building. Customers should be informed well in advance, of any actual change to operating hours. This is particularly important if stores are to close at times such as holidays or inventories. The post daily bulletin is a good source to announce this information. The store should always be opened at the published time and patrons welcomed to enter the store up to the published closing time. Clothing store personnel and managers should strive to provide maximum customer service.

d. Information on item shortages will be furnished to the patrons as a courtesy. The use of appropriately worded signs within the AMCSS denoting shortages and soliciting customer understanding should be considered.

e. When alterations to clothing at Government expense are authorized, expeditious processing will prevent inconvenience to the customer. Desired service time will be 1 to 4 days. When alterations at Government expense are completed, coats and trousers not wrinkle free must be pressed. The alteration facility should be located close to the AMCSS for customer convenience. Commercial sources with alteration contracts should establish pickup and delivery schedules convenient to the store and customer.

#### **2-5. Fitting uniforms**

a. The U.S. Army requires a high standard of dress and appearance for all personnel. To maintain this high standard, AMCSSs must ensure that garments are free of defects, are available, and are properly fitted to the soldier at the time of sale or issue. A properly fitted uniform gives the soldier the feeling of being well dressed, creates high morale, and presents a smart military appearance. Except for mail order purchases, uniforms should not be sold or issued until they have been tried on and checked by a trained clothing fitter for the best fit from regular tariff sizes. This is very important since garments of a given size may vary and all persons have different physical features. Only by actually trying on each outer garment can it be determined that the approved fit has been achieved.

b. Individuals who purchase and those who are issued sized service uniform outer items should be informed of DA policy for fitting

uniforms and footwear. This will prevent complaints from soldiers who claim they were misfitted at some other installation.

c. Commanders will not require and will discourage all persons from making unauthorized alterations. This includes unit commanders and commanders or commandants of service schools, officer candidate schools (OCS), noncommissioned officer (NCO) schools, and academies. Garments that have undergone unauthorized alterations, such as form fitting, pegging, or tapering, are not accepted for turn-in, exchange, or reissue. Replacement of these garments will be at the expense of the individual.

#### **2-6. Quality control**

DA is constantly striving to improve the comfort, wearability, appearance, and quality of Army uniform items. To ensure that a high standard of quality is maintained, clothing store managers must report all deficiencies found in clothing items during inspection. Standard Form (SF) 368, (Product Quality Deficiency Report (QDR) (Category II)), will be submitted to the U.S. Army Aviation and Troop Command, ATTN: AMSAT-I-MDO 4300 Goodfellow Boulevard, St. Louis, MO, 63120-1798. A copy of each SF 368 will be furnished to the Project Manager Soldier, ATTN: AMCPM-SDR-L 14050 Dawson Beach Road, Woodbridge, VA 22191-1419; and the U.S. Army Support Activity, Philadelphia, ATTN: STRAP-LR, P. O. Box 13460, Philadelphia, PA 19101-3460.

#### **2-7. Stockage of personal and organizational clothing**

a. A reasonable availability will be maintained for the sale or issue of those clothing items and accouterments designated as personal clothing for both male and female personnel. Those items which, through exceptionally low demands, do not warrant stockage, will be requisitioned from DPSC on a special order basis, excluding organizational clothing and individual equipment. Items which do not meet Army specifications (commercially procured) will not be stocked unless authorized by HQDA (DALO-TST).

b. A selection of merchandise designated as organizational clothing and individual equipment (OCIE) can be stocked in AMCSS (See CTA 50-900). If the installation or community commander desires to stock OCIE in AMCSS, the selection of items will be a joint effort of the commander and the store manager. Only items stocked by the installation central issue facility (CIF) will be considered for stockage. The selection of items for stockage will be coordinated with the installation CIF. The selected item list must be approved by the MACOM, AAFES commander and WSM for Clothing and Services. If there is no CIF on the installation, approval to stock OCIE items will be made by HQDA. A copy of this approved list must be maintained in AMCSS. (See CTA 50-900.) The sale of OCIE is to permit replacement of lost, damaged, or destroyed property for which the individual is financially liable. Sale of OCIE is not intended to be used to duplicate sets of OCIE for displays, inspections, or to be used for other than Government-related missions. Reserve Component soldiers are authorized to purchase OCIE, but the same limitations apply. Stockage of OCIE in AMCSS is not intended for personal use such as camping or scout activities, and so forth. Expendable OCIE items will not be stocked in AMCSS.

c. OCIE is not for sale to local nationals. Foreign students may only purchase OCIE if authorized by the unit commander to which the individual is attached/assigned, provided the item is for replacement of an item lost, damaged, or destroyed for which individual is liable. Military Police (MP) items, such as night sticks, handcuffs, etc. will not be stocked in AMCSS.

#### **2-8. Cross-Service agreements**

Initiation or termination of cross-Service agreements for AMCSS support for requiring activities will be coordinated with local AAFES or AMCSS management, the installation commander, and WSM for Clothing and Services.

## Chapter 3 Sales Procedures

### 3-1. Authorized patrons

*a.* Individuals listed below may purchase clothing and equipage items authorized for wear and use by the individual purchaser, subject to limitations in this regulation.

(1) Officers, warrant officers, and enlisted soldiers of the Regular Army, Navy, Air Force, Marine Corps, and Coast Guard on active and retired lists.

(2) Officers, warrant officers, and enlisted soldiers of the Reserve Components of the Armed Forces on active duty, retired, or granted retirement pay because of physical disability.

(3) Officers, warrant officers, and enlisted soldiers of the Reserve Components of the Armed Forces who—

(*a*) Are not on active duty while in a Reserve pay status.

(*b*) Are not in a Reserve pay status; however, they are required to wear the uniform while employed by the ARNG, participating in training assemblies, or have orders for active duty training.

(4) Persons on the Emergency Officers Retired List of the Army, Navy, Air Force, and Marine Corps.

(5) Red Cross uniformed personnel. (AR 930-5.)

(6) Civilians assigned to overseas commands and contract surgeons of the Armed Forces who are authorized or required to wear the uniform.

(7) Cadets of the United States Military Academy.

(8) Foreign military personnel receiving training in the United States. (See AR 12-15, paras 10-13*b* through 10-13*e*.) A letter/statement from the Allied Training Officer showing the student's name and the items and quantities authorized, will be presented to AMCSS at the time of purchase.

(9) Commissioned officers of the Public Health Service on active duty, retired, or granted retirement pay because of physical disability.

(10) Uniformed personnel of the Environmental Science Services Administration on active duty or who are carried on official retired lists and are retired with pay.

(11) Retired officers and crew members of vessels of the Lighthouse Service and retired lighthouse keepers and depot keepers of the Lighthouse Service.

(12) Foreign military personnel assigned to accredited military attaches and missions.

(13) DA Civilians required to wear the Army camouflage uniform and footwear during field exercises conducted by the military. These civilians are authorized to purchase such items from the AMCSS. Proper identification along with Commander's statement listing clothing items required and quantities requested will be presented to AMCSS at the time of sale. (See paragraph 3-7 for procedures.) "Insignia, for civilians," as shown in AR 670-1, will be attached and worn on the camouflage uniform. Insignia will be obtained through normal supply channels.

(14) Army ROTC cadets of the graduating class within 90 days before the expected date of commission and civilian faculty members of institutions hosting corps of Army cadets. Authority to purchase will be a letter from the professor of military science (PMS) to the clothing store manager. The names of the faculty members or the name of the cadet and the expected date of commission must be used. All sales will be paid in cash.

(15) DOD Contractors from the Armed Forces Radio and Television Service are authorized to purchase uniform items from AMCSS for the purpose of producing television spot announcements.

*b.* A family member, acting as the agent for a military member on active duty for more than 30 days, may purchase items from the AMCSSs. The purchase, however, must be for use by the military member. The designated family member must present DD Form 1173 (Uniformed Services Identification and Privilege Card) and attest (with a letter or verbal statement) that the purchased items are for use of the military member.

### 3-2. Identification of patrons

*a.* Persons purchasing or receiving issues of clothing and equipage from AMCSSs must establish their identity as authorized customers. Identification will be made by presenting a valid Armed Forces Identification Card or a Department of the Army Civilian Identification card when appropriate.

*b.* Identification on mail order sales is required as follows:

(1) Officers and warrant officers on active duty and retired personnel will submit a statement that they are on active duty or retired.

(2) Officers, warrant officers, and enlisted soldiers in Reserve status not on active duty will submit requests through their Reserve unit headquarters for endorsement. In the absence of a unit commander, the unit advisor or the custodian of records may sign the endorsement. Information required in the endorsement is as follows:

(*a*) Status of the person submitting the request.

(*b*) A statement that the person is serving in a Reserve pay status.

(3) Enlisted soldiers of Reserve Components on active duty must present a copy of their orders which placed them in an active duty status.

(4) If purchase is a consolidated order for several purchasers, a statement to this effect must be submitted with the order, as well as the names of all the purchasers.

### 3-3. General limitations on sales

*a.* Sales to prospective enlisted graduates of officer candidate schools will be made as follows:

(1) Before making the sale, the officer candidate must present to the clothing store manager, a statement of qualification. The statement must be signed by the school commandant or an authorized representative. It must indicate that the officer candidate is qualified and is expected to graduate and to be commissioned.

(2) Items of officer clothing and insignia prescribed for graduation exercises and additional items required for wear after graduation and commissioning may be fitted, altered, and sold for cash. Or they may be set aside 1 to 4 weeks before graduation for sale after graduation and commissioning.

(3) If uniforms set aside for sale after commissioning are not purchased because a candidate failed to graduate, the following actions will be taken:

(*a*) Unaltered garments will be returned to stock.

(*b*) Altered garments will be sold to other authorized purchasers if possible.

(*c*) Candidates who fail to graduate do not have to pay for alterations or for garments that have been set aside.

(4) Candidates successfully completing the course are required to purchase any uniforms set aside for sale after graduation.

*b.* Distinctive items of the Army uniform will not be sold to officers or enlisted members of other military departments or to foreign military personnel. (See AR 670-1 for clothing listed as distinctive.)

*c.* Distinctive officer uniform and identification devices will be sold to enlisted soldiers only if they are Reserve officers on inactive duty or are officer candidates.

*d.* Sales may be made to Red Cross personnel, civilians assigned to overseas commands, civilian faculty members of ROTC institutions hosting Army corps of SROTC cadets and civilians required to wear the camouflage uniform during military exercises.

*e.* Sales to officers, warrant officers, and enlisted soldiers of the Reserve Components of the Armed Forces on active duty will be limited to items of the uniform authorized for wear in performing their military duty.

*f.* Sales to officers and warrant officers of the Reserve Component not on active duty will be limited to items of uniform necessary for wear in performing their military duty. Enlisted soldiers not on active duty will be permitted to buy only nonrecoverable items not exceeding authorized allowances.

*g.* HQDA and major Army commanders as delegated, may restrict or suspend sales of certain items to ensure supply support to persons on active duty.

*h.* Sales to retired members of the Armed Forces are limited to

class A service uniforms (including accessories), footwear, and undergarments. See AR 670-1 for policy on wear of service uniforms and accessories.

i. U.S. Army retired personnel serving as JROTC instructors are authorized to purchase required clothing items for cash or by credit card. Purchases will be at no expense to the Government. A letter from the ROTC region headquarters certifying authorized items for purchase will be presented at time of sale.

j. Disabled American Veterans (DAVs) honorably discharged from the Army on 100 percent disability, who can provide proof of that disability, are entitled to purchase class A uniforms (including accessories) footwear and undergarments. See AR 670-1 for policy on wear of service uniforms and accessories.

### **3-4. Army Master Data File (AMDF) Prices**

Clothing and footwear prices are contained in the AMDF. Condition code B clothing is priced at 50 percent of the AMDF listing. Special measurement clothing items will be sold at the current price of tariff sizes of like items.

### **3-5. Exchange on sales**

a. The exchange of an AMCSS item is permitted, if the item is in the same condition as it was at the time of sale. Proof of purchase must be presented.

b. An item sold to and worn by an individual will not be exchanged because of improper fit regardless of date of sale.

c. AMCSS items that have defects in workmanship or material will be handled as follows:

(1) Repairs at Government expense are authorized if economical to repair the item and if the repairs would not cause a visible defect.

(2) Items returned that cannot be economically repaired will be accepted by the clothing store manager for exchange. The clothing store manager will submit an SF 368. (See DA Pam 738-750, para 12-2.)

d. Exchanges of Battle Dress Uniforms, because of color or shade variances between trousers and coats, is not authorized. These variances should be expected after washing or cleaning care.

### **3-6. Sales**

a. Payment may be made with cash, by personal check, certified check, travelers check, or money order made payable to AAFES. Credit cards may also be used. Clothing store managers will not—

(1) Accept checks from persons if there is doubt the check can be collected.

(2) Accept postdated checks.

(3) Cash checks as a matter of convenience.

(4) Accept personal checks for amounts exceeding the purchase price unless it falls within the check cashing policies of AAFES.

(5) Accept two-party checks needing an endorsement.

b. When a cash register is used, all cash sales will be registered at the time of sale. The clothing store manager or a representative other than the cashier will verify cash sales daily. Only these two people will have access to the cash register tape.

c. Cash refunds for returned merchandise are authorized. Cash refunds are made only if the item returned is in a new unused condition. The customer must show proof of purchase from AMCSS.

### **3-7. Civilian purchase of camouflage uniform**

Commanders may authorize Operation Maintenance, Army (OMA) funds for purchase of the Army camouflage uniform, undershirts and footwear, and other uniform related items. Name tapes, name plates and insignia will be furnished and attached at Government expense.

a. Procedure for obtaining camouflage uniform, footwear, and insignia:

(1) Responsible unit/activity personnel will complete SF 1034 in original and four copies.

(2) Commanders will prepare a listing of clothing items and a

statement certifying that the DA civilian is authorized or required to wear the Army camouflage uniform and accessories.

(3) Individual requiring clothing items will hand carry the SF 1034 and Commander's statement to the FAO to receive cash allowance. Clothing will be purchased from the AMCSS within 30 days from receipt of cash allowance. A copy of Commander's statement and SF 1034 will be presented to AMCSS at time of sale.

(4) Personnel who are emergency essential, and on signed mobility agreements will retain clothing while assigned within that program.

(5) A copy of all statements and transactions will be retained in individual's personnel file.

b. Clothing may be withdrawn by authorizing unit/activity or retained by the individual.

### **3-8. Purchase of camouflage uniforms for members of other services participating in joint command exercises**

a. MACOMs supporting Joint Command Exercises may authorize purchase of the Army camouflage uniform and footwear for members of other services required to participate in field exercises.

b. Joint Command Agencies will provide OMA funds. A statement prepared by Joint Command Agency commander or their representative will be presented to AMCSS manager verifying items requested.

c. Clothing will not be issued to any individual required to purchase the clothing or to have it in their possession, such as, Marines issued the hot weather battle dress uniform (HWBDU).

d. Recoverable clothing will remain Government property and will be turned-in to the supporting unit by individuals upon reassignment.

e. The supporting unit will establish a clothing pool of recoverable camouflage uniforms to support the Joint Agency.

f. Camouflage uniforms will be hand receipted to the individual on DA Form 3645-1 (Additional Organization Clothing and Equipment Record).

g. Nonrecoverable items will become the property of the individual to whom they are issued except for combat boots. Combat boots may be retained without reimbursement only if in possession of individual for two years. If the two year criteria is not met, the individual may elect to purchase the boots at 50 percent of the current sales price or turn-in to the supporting unit.

### **3-9. Uniform Clothing Deferred Payment Plan**

In accordance with procedures established by the Commander, AAFES, a Uniform Clothing Deferred Payment Plan (UCDPP) for the sale of uniforms, uniform accessories, and footwear will be provided by AMCSS.

### **3-10. Individual charge sales (payroll deduction) to enlisted soldiers on active duty**

Unit commanders will initiate individual charge sales (payroll deduction) only for soldiers in a pay status and with more than 60 active duty days before discharge or separation.

a. Individual charge sales (payroll deduction) are authorized to cover emergency needs of an enlisted soldier who is without funds to purchase essential clothing items needed for health and welfare. The requirement to make up shortages for an inspection is not considered an emergency; nor will individual charge sales be authorized if the soldier can wait until regular pay and allowance is received.

b. Valid emergency needs that could contribute to an individual's being without funds are—

(1) Fire and theft of clothing.

(2) Return to military control from unauthorized absence.

(3) Release from confinement to duty.

(4) Undue delay in receipt of pay and allowances.

(5) Lost personal funds.

(6) Qualified compassionate reasons.

c. Individual charge sales are not authorized for—

(1) Soldiers in a non-pay status or soldiers with 60 days or less of active duty before separation of discharge. Place in the remarks

block of the DA form 3078 the date of separation or discharge. If the soldier is in an undetermined confinement status or has been ordered to a confinement or correctional facility, the date of departure from the installation must also be stated. If the soldier is not in a pay status or has less than 60 days before discharge or separation, the unit commander will apply, through supply channels, for a temporary issue of used serviceable recoverable items.

(2) Organizational clothing and individual equipment items.

(3) AAFES commercial items.

d. All individual charge sales will be charged to the Military Personnel Army (MPA) appropriation from the enlisted soldier's pay.

e. When an enlisted soldier, meeting the criteria for a charge sale, refuses to sign the DA form 3078, the unit commander may certify on the DA Form 3078 that—

(1) The individual received the clothing.

(2) The issuance of the clothing was necessary.

(3) The enlisted soldier refused to sign the DA Form 3078.

### **3-11. Processing individual charge sales (payroll deduction)**

DA Form 3078 will be used to make charge sales (payroll deductions). (A sample of a completed DA Form 3078 and instructions for completing the form are at figure 5-2.

a. *Preparation.* The unit commander of the enlisted soldier's assigned unit will prepare DA Form 3078 in original and five copies. Copy five will be retained in the unit. The unit commander will place a check in the "Individual Charge Sale" block, enter the date of separation or discharge and complete the form as instructed in figure 5-2. A statement will be placed in the remarks block giving reason for issue. This statement will also contain the date of separation or discharge. In the event the individual is scheduled for confinement, the date of departure from the installation must also be stated. Also an indication that payment for the individual charge sale will be deducted from the soldiers pay in accordance with AR 37-104-3 must be stated.

b. *Verification.* The enlisted soldier will present the original and four copies of DA Form 3078 to the servicing FAO to verify the soldiers pay status.

(1) If the soldier is not assigned to the installation, the DA Form 3078 will be presented to the installation finance office servicing the AMCSS.

(2) If the soldier's servicing FAO is not at the same installation as the FAO servicing the AMCSS, and is not a JUMPS input station, the FAO will contact the soldier's servicing finance office to verify the soldier's pay status. If the soldier's servicing finance office cannot be determined or contacted, then the U.S. Army Finance and Accounting Center (Inquiries Division) will be contacted by telephone, "electronic mail (E-Mail)" to verify the soldier's pay status.

(3) Verification and the disbursing station symbol number will be entered on DA Form 3078, and authenticated by the FAO or authorized representative. This applies whether the soldier is or is not on JUMPS.

(4) Return all copies of DA Form 3078 to soldier.

c. *Processing and purchase.* The enlisted soldier will present original and four copies of DA Form 3078 to the AMCSS clerk for processing at the time the purchase is made.

(1) The sales clerk will check DA Form 3078 to ensure that FAO has verified the soldier's pay status.

(2) The sales clerk will prepare the original and four copies of DA Form 3078 as follows:

(a) Enter quantities sold in "issued" column.

(b) Show condition if other than new.

(3) The cashier will verify the signature of the soldier and sales clerk's entries and will compute the total value of the sale. The soldier will acknowledge receipt of the purchase by signing the original and four copies of the DA Form 3078 in the space provided. The fourth copy will be given to the soldier.

(4) Individual charge sales will not be recorded on the cash

register unless it is equipped to record the dollar amount on DA Form 3078.

(5) All copies of the DA Form 3078 will be annotated to show that funds collected in payment of individual charge sales will be credited to MPA.

(6) Two copies of DA Form 3078 will be retained at the AMCSS. Billing for individual charge sales will be by a Credit or Charge Voucher. It will be plainly marked as an individual charge sale and accompanied by the original and one copy of DA Form 3078. They will be expeditiously forwarded to the commercial accounts section of the servicing FAO. This will allow collection of charge sales from the soldier's account on a timely basis.

(7) When the servicing FAO receives the completed DA Form 3078, collection will be made under AR 37-104-3, para 55-25.

### **3-12. Mail order sales**

#### *a. Introduction.*

(1) Persons authorized to buy from AMCSS may make mail order purchases when sales facilities are not available. It is HQ, AAFES responsibility to insure that persons are advised semi-annually of the location of designated mail order AMCSS, and that a Military Clothing Mail Order is made available for making mail order purchases.

(2) Exchanges, except for size or material defects, and refunds, other than for overpayment, are prohibited. Items returned for exchange must be shipped in the same condition as when received.

(3) Unless specifically requested, used clothing will not be supplied by mail order.

(4) Transportation charges for all mail order shipments will be prepaid. Therefore, remittance should cover only the cost of items. The most economical method of mailing will be used.

#### *b. Cash mail orders.*

(1) Cash mail orders may be submitted in duplicate on AAFES Form 4150-134 (Military Clothing Mail Order) or by letter. They will be accompanied by a check or money order made payable to the local AAFES or the name of exchange where AMCSS is located. AAFES Form 4150-134 can be obtained from any AAFES Clothing and Sales Store.

(2) Funds received in excess of cost of items will be refunded by AAFES. When funds received do not cover the cost of items, the manager will advise the person sending the mail order that the original remittance is being held and that the shipment of items is being suspended until a check or money order for additional funds is received.

(3) The Military Clothing Mail Order or letter will show—

(a) Name and address of installation where AMCSS is located.

(b) Name, grade, and SSN of purchaser.

(c) Shipping address of purchaser.

(d) Type and amount of payment enclosed with mail order.

(e) Item description, size, and quantity of each item.

(f) Statement that items are required for personal use.

(g) A statement of identification (para 3-2).

(4) Action taken by AMCSS will be as follows:

(a) One copy of AAFES Form 4150-134, annotated with supply action taken, will be returned with the mail order.

(b) Mail order cash sales will be registered through the cash register (when used).

(c) Date shipped will be entered on the AAFES Form 4150-134 or letter.

(d) A copy of the mail order request, signed by the authorized customer, will be attached to the sales slip and retained by the AMCSS. The processed AAFES Form 4150-134 or letter will be filed with the daily cash register tapes.

### **3-13. Sale of defective, soiled, or damaged DPSC merchandise**

a. If item is received by AMCSS with defects or in a soiled or damaged condition, a QDR will be processed. In these instances the items should be retained until disposition instructions are received.

b. If item was damaged or soiled after receipt, or if the AMCSS is directed to dispose of an item that was reported on QDR's the

AMCSS manager will determine if the item can be economically repaired or cleaned and restored to at least B condition. Code B condition garments will be marked "Code B" in an area which will not render the garment unserviceable.

c. The item should be returned to stock as either condition A or B if it can be economically repaired or cleaned (cost no more than 25 percent of standard price). Costs incurred in restoring the item to salable condition will be paid for in the operating costs.

d. If it cannot be restored to code B condition, the asking price will be reduced until it sells or until, in the judgment of the manager, there is no market for it.

e. The item should be turned-in to the Defense Reutilization and Marketing Office (DRMO) under locally established procedures if it cannot be sold.

### **3-14. Reporting shipping and packaging discrepancies**

a. Shipping errors such as overages, shortages, lost shipments, wrong items received, missing documentation, expired shelf life or duplicate shipments will be reported on Standard Form (SF) 364 (Report of Discrepancy (ROD)). See AR 735-11-2. Transportation discrepancies will be reported on SF 361 (Transportation Discrepancies Report). See AR 55-38.

b. AMCSS will follow procedures on how to prepare and distribute SF 364 in accordance with Exchange Operating Procedures (EOP) 40-4, Annex 2H.

### **3-15. Price reductions**

a. To stimulate sales of phase-out items in AMCSS, price reductions are authorized only when there is a difference in the utility or desirability of an item because of age, condition or model. The purpose of such reductions in price is to recognize the relative value in use of the item concerned and to encourage supply economy through usage of such materiel. To be justified, price reductions should serve to reduce procurement requirements for a standard item or items. To be effective, price reduction determinations must be made early in the process of new item development.

(1) Price reductions will be offered as early as possible in the development process of new items.

(2) Coordination of phase-out or phase-in plans must be ongoing between HQDA, DLA, Army Materiel Command (AMC), U.S. Army Support Activity, Philadelphia (USASPTAP), AAFES, WSM for Clothing and Services, DPSC, and the Training and Doctrine Command (TRADOC).

(a) USASPTAP will consider AAFES worldwide assets and CIIP assets of phase-out items in developing the Supply Request Package (SRP) which includes phase-out or phase-in plans for new item introduction.

1. The phase-in or phase-out plans will include utilization of AAFES worldwide assets.

2. The Estimated Date of Supply (EDOS) will be established to allow optimum use of AAFES stocks along with other assets of phase-out items.

3. Plans will include maximum utilization of AAFES assets of phase-out items by the CIIPs where economically feasible.

4. WSM for Clothing and Services will coordinate with TRADOC and AAFES to ensure assets are transferred to CIIPs at current AMCSS prices. No operating costs will be charged for AAFES items transferred to CIIPs.

5. WSM for Clothing and Services will inform DPSC of quantities transferred from AMCSS assets to fill CIIP requirements.

(b) At least 18 months prior to EDOS of new items, the decision to implement price reduction will be made based on the following criteria:

1. After maximum use of AAFES stocks to fill CIIP requirements, a 25 percent price reduction will be offered, if AAFES worldwide assets are projected to be 3 months or less of stock on hand.

2. After maximum use of AAFES stocks to fill CIIP requirements, if AAFES worldwide assets are projected to be 3 or more

months based on past sales of the item, a 50 percent price reduction will be offered.

3. Effective date of price reduction implementation will be 12 months prior to EDOS of the new item.

(c) After price reductions are initiated, HQ AAFES will insure that AMCSS does not requisition additional phase-out items.

(d) After initial price reduction, a decision will be made on length of time reduced prices will be in effect based on quantities of stock remaining.

1. Based on quantity of AAFES stock on hand, a reduction of 25 or 50 percent of original price, (12th month through 6th month before EDOS).

2. A reduction of 75 percent of original sales price, if necessary, 6th month through EDOS or until stocks reach optimum economic point.

3. WSM for Clothing and Services or AAFES will advise DPSC of results and changes in assets after review.

4. Other reductions may be implemented after quarterly stockage review.

(e) Condition B items will be sold at 50 percent of the price of condition code A items.

b. During the phase-out or phase-in of clothing items in the AMCSS, HQDA will provide funding to support stockage requirements for phase-in items. The proceeds to AAFES from the phase-out items will be used as an offset to fund the new requirement.

c. The price reduction will be offset by a decrease to the "inventory with agent" account, so that the AAFES accountability to the Army is reduced by the amount of the price reduction. This will be accommodated during the year-end reconciliation of inventories. The Army "loss" will be confined to price reduction for those quantities currently on hand with AAFES.

### **3-16. Transfer of condition code B clothing**

Clothing generated by the local Installation Supply Division/Supply Support Activity and classified as condition code B may be transferred to the AMCSS, with reimbursement to the generating activity. A memorandum or other suitable document, can be used to offer these items to the AMCSS. As a minimum, the document will contain the national stock number (NSN), nomenclature, size, unit of issue, price and quantity. The AMCSS may, at their option accept items offered. Local procedures will be developed for transfer of these items.

## **Chapter 4**

### **Allowances Under the Clothing Monetary Allowance System**

#### **4-1. Initial allowances of personal clothing**

Initial and supplemental clothing allowances authorized for enlisted soldiers are listed in CTA 50-900. The initial allowance permitted to those persons listed in paragraph 4-2 will not be considered as the "last authorization to an initial allowance" when determining entitlement to a clothing monetary allowance (CMA).

#### **4-2. Personnel entitled to initial allowances**

Initial clothing allowances are authorized for the following:

a. An individual on first enlistment or induction.

b. An individual who reenlists after 3 months from the date of last discharge. The discharge date will be placed in the remarks block of the clothing request.

c. A prisoner restored to duty after sentence to confinement or punitive discharge was imposed by a court martial.

d. Reserve Component soldiers enlisting in the Active Army from—

(1) *Active Reserve*. Enlisted soldiers of an ARNG or USAR unit are entitled to an issue of additional items to complete "clothing bag" allowances of the Active Army. This applies to ARNG who attend Individual Duty Training (IDT) and Annual Training (AT) and to USAR who are attending weekend or summer active duty for

training (ADT). In addition, substandard items in their possession may be replaced if they do not meet Army standards of appearance. Length of separation from the Active Army has no bearing on replacement of substandard clothing.

(2) *Inactive Reserve.* Enlisted soldiers of an Inactive Reserve unit who do not attend weekend or Annual Training or who are not authorized clothing allowances in accordance with CTA 50-900 are authorized a complete initial issue allowance. The soldier must have been separated 90 days or more from the Active Army. Soldiers with less than 90 days of separation time from the Active Army should have all clothing items in their possession when discharged. The date of separation must be indicated in the remarks block of the clothing request. In addition, substandard items in their possession may be replaced if they do not meet Army standards of appearance.

e. Active or inactive ARNG soldiers who are ordered to active duty in excess of 179 days. These soldiers will be issued the additional clothing items from a U.S. Property and Fiscal Officer (USPFO) Clothing Issue Point (CIP) to complete the "clothing bag". Allowances are shown in the Active Army Peacetime column in CTA 50-900. This includes personnel in the following status:

- (1) Full-Time Support (FTS).
- (2) Active Guard/Reserve (AGR)
- (3) Additive Full-Time Manning (AFTM) or Full-Time Manning (FTM).

(4) Conversion to Full-Time Manning (CFTM) or Active Guard/Reserve-Conversion (AGR-C).

(5) Full-Time Recruiting Force (FTRF).

f. An enlisted soldier who did not receive the complete initial allowance or was required to turn in clothing at the time of discharge or release from active duty. The initial allowance authorized these enlisted soldiers will be reduced by the amount of clothing he or she retained on discharge or release from active duty. A copy of the discharge certificate and a copy of reenlistment orders will accompany the issue request.

g. Retired enlisted soldiers recalled to active duty after 3 months from the date of last release from active duty or date of retirement. Only one such entitlement will accrue during any 4 consecutive years.

h. An enlisted soldier enlisting from another Service without regard to date of discharge from the previous Service.

i. Officers or warrant officers separated from the Service who enlist or reenlist for other than retirement reasons. Only one entitlement will accrue during any 4 consecutive years.

j. DA Form 3078, when submitted to AMCSS, will contain a statement explaining the reason for the initial issue. This statement will identify the appropriate category of personnel shown in *a* through *i* above. For ARNG or USAR personnel entering the Active Army, this statement will include—

- (1) Date of discharge from the ARNG or USAR.
- (2) Personal clothing items retained by the soldier at time of discharge.

#### 4-3. Clothing monetary allowances

a. *Monetary allowances.* In all areas where the CMA system is in effect, personal clothing initially provided at Government expense will be maintained up to prescribed allowances by enlisted soldiers at their own expense. A monetary allowance for the cost of replacement and purchase of new items will be paid to enlisted soldiers, yearly, on the anniversary month the soldier entered the service. This allowance will be paid along with, and in addition to, regular pay. Clothing replacement allowance (CRA) may also be used to buy additional quantities of personal clothing items. The intent of the CRA is not to cover the normal costs of cleaning, laundering and pressing personal clothing. There are two types of monetary allowances—basic and standard. The monetary values of these allowances will be published yearly.

(1) *Basic monetary allowance.* Each enlisted soldier will be entitled to receive the basic monetary allowance. This allowance begins on the day after the soldier completes 6 months of active duty service. Time lost is not regarded. (This is not authority for payment

of the allowance when in a nonpay and allowance status.) The 6-month period begins on the date of last authorization to the initial clothing allowance. The basic monetary allowance will be paid for the remainder of the first 3 years of continuous active duty.

(2) *Standard monetary allowance.* Each enlisted soldier will be entitled to the standard monetary allowance. The allowance begins on the day after the soldier completes 36 months of active duty. Time lost is not regarded. (This is not authority for payment of the allowance when in a nonpay and allowance status.) The 36-month period begins on the date of the last authorization to the initial clothing allowance. An enlisted soldier who reenlists within 3 months after the date previous enlistment terminates is not considered to have a break in service for the purpose of this entitlement. The standard monetary allowance will be paid for the remainder of a soldier's continuous active duty.

b. *Determining entitlement to monetary allowances.*

(1) An enlisted soldier is not entitled to the basic or standard monetary allowance if in a temporary commissioned or warrant officer status. Nor can this time be counted in determining eligibility for basic or standard monetary allowances.

(2) Enlisted soldiers ordered to active duty from Reserve status are entitled to a basic monetary allowance after completion of 6 months of active duty service.

(3) A monetary allowance will not be paid in a command where the clothing monetary allowance system is not in effect. Allowances will be discontinued as prescribed in *c* below. Time served in such a command will be counted in determining eligibility for the basic or standard monetary allowance when a soldier returns to an area where the monetary allowance is paid. ARNG personnel included in paragraph 4-2e(1) through (5) will receive the clothing monetary allowance after 6 months active duty even though assigned to the ARNG.

(4) Prisoners in a nonpay and allowance status, including those in restoration training, will not be paid a monetary allowance. Rather, these persons will be supplied necessary clothing items at Government expense on an issue-in-kind basis. See chapter 5 for other information on clothing for prisoners.

(5) Prisoners in a pay and allowance status will continue to be paid the monetary allowance. Prisoners will replace at their own expense, personal clothing that the installation correctional officer decides is needed to perform their duties while in confinement. Soldiers confined at other than their home stations also must pay for clothing items required for travel to home stations.

(6) Soldiers enlisting in the Active Army from the Reserve Components within 90 days of release from active duty with the Reserve Components are entitled to receive the basic clothing monetary allowance. This allowance commences on the day after the soldier completes 6 months of continuous active duty service.

c. *Discontinuance of clothing monetary allowance.* Action will be taken by the custodian of the soldier's pay record in the issue-in-kind area to discontinue the clothing monetary allowances. The pay order commencing foreign duty pay may be used for this purpose. The effective date of discontinuance will be at 2400 hours on the day before departure from the clothing monetary allowance area.

d. *Reinstatement under the clothing monetary allowance.* The custodian of a soldier's pay record reinstates payment of the clothing replacement allowance. Resumption of the allowance will be at 0001 hours on the day of departure from the issue-in-kind area.

e. *Casualties.* Enlisted soldiers returned to hospitals as casualties will not be reinstated under the clothing monetary allowance until the hospital commander orders them returned to a duty status.

#### 4-4. Increase in authorized allowances

An increase in initial allowances will not be retroactive for enlisted soldiers on active duty tours before the effective date of the increase. The increase may be retroactive, however, when specifically authorized as a supplemental allowance. Soldiers in service before the effective date of the increased allowance must purchase additional items by some future specified date.

#### 4-5. Replacement of initial allowances with new items

When new items, other than insignia, are adopted to replace initial allowances, enlisted soldiers on active duty tours before the effective date of the change must purchase the prescribed quantities of the new items within announced time periods. New items will be introduced with an optional phase-in period. This will give persons time to save the cost of the new item from their clothing replacement allowance. When initial clothing allowance items are superseded, a fair wearout period will be announced.

#### 4-6. Supplemental clothing allowance

a. In addition to the initial allowance for personal clothing for enlisted soldiers, the authorized supplemental allowances in CTA 50-900, will be provided as an initial issue. Only one issue may be approved during any period of continuous service in the type of duty for which the supplemental allowance is authorized. DA Form 3078 will be prepared as shown in figure 5-2. The following statement will be placed in the remarks block "Individual has not received a full or partial supplemental issue while assigned in military occupational specialty (MOS)." If a supplemental issue was provided and there was a break of 3 years or more between MOS assignments requiring issue, place the date the issue was made in the remarks block. Once the issue has been made, DA Form 3078 will be filed in soldier issue file (AR 25-400-2). Normal replacements thereafter will be at the expense of the soldier.

b. Supplemental allowance need not be maintained after completion of the duty for which the items were provided. However, the soldier will be required to possess the previous allowance furnished if the same items are required within three years after the duty is completed.

#### 4-7. Supplemental allowance authorization

Supplemental allowances are published in CTA 50-900 and are approved as follows: Active Army—Deputy Chief of Staff for Personnel (DCSPER); USAR—Chief, Army Reserve (CAR); ARNG—Chief, National Guard Bureau. Requests to modify or establish supplemental allowances will be submitted through command channels as a CTA modification under CTA 50-900 to HQDA (DAPE-MPH-S), WASH DC 20310-0300, for referral to DCSPER, CAR, or CNGB as appropriate.

#### 4-8. Army blue uniform payment and accounting

a. Recruiters and Medal of Honor recipients are authorized a cash allowance to purchase Army blue uniform components. The allowance is not more than—

(1) \$275—when the authorized items are available from military sources. AAFES stores are considered military sources.

(2) \$300—in cases where at least one uniform (coat, trousers, skirts, and necessary accessories) must be purchased from commercial or nonmilitary sources.

b. The cash allowance will be applied to the purchase of an Army blue uniform (cap, coat, and trousers or hat, coat, and skirt and necessary accessories). The Army blue uniform will be purchased within 30 days of receipt of the cash allowance. When necessary, the commander will grant an additional 30-day extension.

c. On assignment as Sergeant Major of the Army, a supplemental clothing allowance is authorized for purchase of additional uniforms. (See CTA 50-900.)

d. The unit commander will authorize preparation of SF 1034 (Public Voucher for Purchases and Services Other than Personal) in the proper amount with a statement on the voucher as follows: "Supplemental allowance is authorized by CTA 50-900."

e. Collection action will be brought against the soldier if the prescribed items of clothing are not purchased within 30 days from the date of receipt of this allowance.

f. The unit commander will sign the proper block before sending the SF 1034 to the FAO (ARNG—USPFO) for payment. SF 1034, original and 3 copies, together with 2 copies of the order assigning the soldier to recruiting duty or awarding the Medal of Honor, will be forwarded to the servicing FAO for payment. The FAO forwards

a paid copy to the unit (ARNG—USPFO) for filing. Funds to be charged for payment of this allowance are MPA (P-1118), NGPA (P—), and RPA (P—).

#### 4-9. Maternity uniform

a. The maternity uniform shirt and AG skirt, slacks and tunic, listed in CTA 50-900, is authorized for wear when the soldier's condition becomes obvious in a regularly fitted uniform. The maternity uniform must be maintained for 3 years. If at least 3 years have lapsed since the authorization for the maternity uniform, a new authorization may be approved. AG maternity uniforms are not in the supply system, therefore soldiers should procure these uniforms from an AAFES facility. The camouflage and white maternity uniforms are organizational items and should be requested in accordance with DA Pam 710-2-1 procedures.

b. Upon receipt of certification by a doctor that the enlisted soldier is pregnant, the unit commander will review the leave and earnings statement to ensure that the soldier has not received a maternity uniform within the previous 3 year period. The unit commander will verify the current uniform price with the AAFES facility, and then prepare five copies of SF 1034 for payment of supplemental maternity clothing allowance with the following statement: "Payment of supplemental clothing allowance authorized by AR 700-84, chapter 4, for maternity uniforms."

c. Unit commanders will perform the following:

(1) *Active Army.* Cite MPA (P-1118) funds to be charged for payment of this allowance and sign the proper block on SF 1034 before sending the soldier to the servicing FAO. The soldier will take the SF 1034, along with the attached doctor's certificate, to the FAO to receive the necessary cash allowance. The soldier must purchase maternity uniforms within 30 days of receipt of the cash allowance. If for any reason uniforms are not purchased within this time frame, approval must be obtained from the unit commander for an extension.

(2) *USAR.* Same as (1) above except USAR funds (RPA (P—)) will be cited. Additionally, if FAO is not located within a reasonable distance, the SF 1034 may be mailed to the FAO. In addition, mail order procedures outlined in paragraph 3-12a and b may be used when the AAFES facility is not located close to the soldier.

(a) The USAR unit commander will determine which maternity uniform will be worn by the soldier. After determination has been made (Class A, camouflage or hospital white), procurement procedures will be initiated.

(b) Soldiers will be informed of the 3-year retention requirement by initiating and signing a memorandum to the fact. The memorandum, with copies of SF 1034 and sales slip attached, if appropriate, will be filed in the soldier's personal clothing record file.

(c) The uniform is subject to inspection during annual showdown inspections conducted during the 3-year retention period.

(3) *ARNG.* Same as (2) above except that the SF 1034 must be forwarded through the USPFO for citing of NGPA funds prior to being mailed or carried to the FAO.

d. The soldier will sign all copies of SF 1034 acknowledging receipt of funds and these copies will be distributed as follows:

(1) The servicing FAO retains the original, with the attached doctor's certificate, and two copies for distribution in accordance with AR 37-107, chapter 5.

(2) One copy is retained by the soldier.

e. As an option, USPFOs are authorized to use imprest funds to purchase maternity uniforms from AAFES stores. Purchases can be made in person by a USPFO representative or by using AAFES mail order procedures. Cash from the imprest fund will be converted to a cashier's check or money order for the amount of purchase and sent with the mail order request. The cost of the cashier's check or money order will be paid using the imprest fund. Imprest fund procedures should only be used when other alternatives are not available or are deemed impractical by the USPFO.

f. The soldier will present maternity uniforms and sales receipt to the unit commander to show that uniforms were purchased.



g. Maternity uniforms may not be returned to AMCSS for a cash refund.

#### **4-10. Clothing and footwear for soldiers allergic to fabric, dye or metal**

Soldiers allergic to fabric, dye or metal may obtain protective clothing as follows:

a. Obtain a doctor's statement certifying the allergy and present to AMCSS or CIIP, as appropriate.

b. Forward DD Form 1348 and doctor's certificate for footwear to: Defense Orthopedic Footwear Clinic, 606 Summer Street, Boston, Massachusetts 02210 (Routing Identifier Code— SIT). The "Remarks" block of the DD Form 1348 will contain the soldier's name, rank, and Social Security Number, size and type of footwear for each foot with a problem (AR 40-3).

c. Replacement of clothing items requires a doctor's statement certifying the reason/circumstances for replacement. Local procedures may be adopted. Problems may be directed to WSM for Clothing and Services, ATTN: AMSAT-W-TC, Fort Lee, VA 23801-6400.

### **Chapter 5 Personal Clothing Issue Procedures**

#### **5-1. Obtaining personal clothing items**

DA Form 3078 will be the only document used to obtain personal clothing items for Active Army soldiers and Reserve Component soldiers on IADT. This form is available through normal publications supply channels.

a. DA Form 3078 is an auditable document. The form is subject to formal and informal auditing and is a receipt for the enlisted soldier. It is also a supporting document for the unit and FAO.

b. DA Form 3078 processed at the AMCSS for ARNG on IADT must be accompanied by two copies of the soldier's orders. The accounting classification to be charged will be annotated on the orders. The AMCSS will retain one copy and the second copy will be sent with the DA Form 3078 to the supporting FAO.

c. An improperly prepared form will not be accepted at CIIPs or AMCSSs. A DA Form 3078, dated over 30 days prior to processing date, will not be accepted at AMCSS.

d. Seasonal issue or deferred issue of specified clothing bag items will be accomplished as directed by the MACOM at the CIIP.

#### **5-2. Issue of items to enlisted soldiers during initial processing**

a. *Preparing DA Form 3078.* CIIP will prepare DA Form 3078 under Automated Clothing Initial Issue Point (ACIIP) procedures. To prepare a manual DA Form 3078, use ink, indelible pencil, or typewriter. In the approved by block give name, rank, branch, and signature of the unit commander or his or her representative. The signature will agree with DA Form 1687 maintained at the CIIP or DA Form 7000 for AMCSS. When a DA Form 3078 is forwarded to an AMCSS/CIIP, six copies must be prepared with five copies being forwarded. One copy is held in suspense by the unit. See figure 5-1 for preparation and instructions.

b. *Distribution of DA Form 3078.*

(1) The installation CIIP retains a copy as an accountable document and for future reference.

(2) One copy is returned to the enlisted soldier's assigned unit and retained at the unit until the soldier has completed 6 months service or has received all initial issue items, whichever comes first (see (c) below). The completed DA Form 3078 will be filed in the enlisted soldier's military personnel record jacket (MPRJ).

(a) Upon transfer or permanent change of station during the first 6 months of active duty, a copy remains in the soldier's MPRJ and is taken to the new assigned unit.

(b) After 6 months of active duty are completed, an inventory and inspection of the enlisted soldier's clothing and footwear will be

accomplished. If all entitlements are on hand and in a serviceable condition, the unit's copy of the DA Form 3078 will be destroyed. Upon destruction of DA Form 3078, each enlisted soldier becomes financially liable for all initial items issued. Each enlisted soldier is liable for supplemental issue items he or she may receive. DA Form 3078 will be retained for Reserve Component soldiers (para 12-9b(3)).

(c) DA Form 3078 for Active Army personnel will not be destroyed until all personal clothing issues are completed. Therefore, DA Form 3078 may be retained longer than 6 months, if all initial issues are not complete.

(3) A copy is given to the enlisted soldier for retention.

c. *Special measurement clothing.* The need for special measurement clothing and footwear (chap 7) is determined during initial processing. Full allowances will be expeditiously obtained. All copies of DA Form 3078 will be stamped or marked "special measurement" at the time of processing.

d. *Alteration service.* Alterations to garments will be completed not later than 4 days after initial processing.

e. *Undergarments.* Female undergarments are a one time cash purchase as part of the initial clothing allowance for females. Unit commanders must afford female soldiers the opportunity to purchase these items.

#### **5-3. Issue of personal clothing items during other than initial processing**

a. Issue of clothing, at times other than initial processing, includes any of the following authorized transactions if DA Form 3078 is used:

- (1) Completion of initial allowances.
- (2) Completion of supplemental allowances.
- (3) Gratuitous issues.
- (4) Individual charge sales (payroll deduction).
- (5) Exchanges.
- (6) Temporary issues.

b. When a DA Form 3078 is forwarded to an AMCSS, original and five copies must be prepared. An original and four copies will be sent to the AMCSS; the fifth copy will be held in suspense at the unit. Use ink, indelible pencil, or typewriter to prepare the form, as indicated in figure 5-2. Exceptions are as follows:

(1) *Completion of initial allowances.* Enlisted soldiers must show proof of turn-in or nonreceipt. Original DA Form 3078 with zeroed entries must be attached to new request—

- (a) For requests from new enlistees.
- (b) For soldiers reenlisting, requests for replacement of items turned in.

(c) When initial issue allowances were not completed.

(2) *Supplemental allowances.* See paragraph 4-6.

(3) *Gratuitous issue.* See paragraph 5-4.

(4) *Individual charge sale (payroll deduction).* See paragraph 3-10.

(5) *Exchange.* See paragraph 5-11.

(6) *Temporary issues.* See paragraph 5-8.

#### **5-4. Gratuitous issue**

Except as stated in a through e below, claim procedures (AR 27-20) apply to replacement of clothing bag items lost, damaged, or destroyed while a soldier is in the service. An example of claims procedures would be baggage lost during travel by military conveyance. Gratuitous issues should be received from the CIIP, rather than the AMCSS, at basic training installations.

a. Authority for getting service uniforms and component items for burial of deceased active duty soldiers is in AR 600-8-1. The appropriate base operation accounting classification will be placed in the remarks block of DA Form 3078.

b. Clothing may be replaced when authorized by Army medical departments.

(1) To prevent the spread of contagious diseases, clothing will be destroyed. Clothes are replaced by gratuitous issue.

(2) An enlisted soldier with a deformity or unable to wear certain items may exchange items of personal clothing, such as woolen

clothing and combat boots, for cotton items or low quarter shoes, provided that—

(a) The physical condition was not in whole or in part the fault or neglect of the soldier while in active Federal service.

(b) The medical department considers the soldier fit for continued military duty.

(c) A gratuitous issue is authorized to replace items damaged when administering emergency first aid to an enlisted soldier. The DA Form 3078 will be prepared according to figure 5-2.

(d) A gratuitous issue is authorized to replace items of clothing caused by excessive weight loss/gain after the soldier has had surgery. A medical statement stating reason for weight loss/gain will be submitted along with the DA Form 3078 prepared in accordance with figure 5-2.

(e) Clothing may be replaced because of contamination. When submitting DA Form 3078 to AMCSS, attach a statement of contamination provided by proper authorities along with a statement provided by unit commander. Contamination may be medically or organically related. Contaminated clothing must be destroyed by appropriate personnel.

c. Clothing is replaced at no cost to the officer or enlisted soldier if the clothing is lost or damaged by an in-house operated Government laundry or dry cleaning facility. The facility manager will prepare and approve DA Form 3078. The appropriate base operations accounting classification will be placed in the remarks block, charging the laundry and dry cleaning account. For contracted facilities follow instructions contained in AR 210-130.

d. The enlisted soldier pays for replacing items of personal clothing lost, damaged, or destroyed while in a commercial business establishment.

e. Claims procedures apply for clothing lost, damaged, or destroyed in field laundry units during exercises.

f. If unusual circumstances exist that neither meet the criteria specified in paragraphs *a* through *e* above, nor qualify for claim procedures, a request for exception to policy should be submitted to the first General Officer in the soldier's chain of command for approval. If approval is granted, a copy of the approved correspondence should be attached to the DA Form 3078 so that the AMCSS or CIIP manager will honor the request.

g. Loss of personal clothing due to off-post fire in non-government quarters is not considered unusual circumstances. Losses incurred through these means should be covered with personal insurance and not as a claim against the Government.

h. Actions for recurrent loss or damage caused by the negligent act of soldiers will be processed under the Uniform Code of Military Justice (UCMJ). ARNG soldiers receiving a clothing replacement allowance or using the issue-in-kind system and under the control of the State adjutant general should be subjected to action per State Military Justice Codes when clothing is lost, damaged, or destroyed through negligence of the individual.

i. DA Form 3078 will contain a statement indicating specific reason for the gratuitous issue.

### 5-5. Issue and attachment of insignia

a. Standard color and subdued insignia are authorized for enlisted soldiers if wearing insignia is required because of—

- (1) Grade.
- (2) Years of active service.
- (3) Months overseas in designated areas.
- (4) Assignments.

b. Insignia, to include, nametapes, and name plates are obtained through normal supply channels.

c. Insignia, organizational, shoulder sleeve will be issued to enlisted soldiers as initial issue when—

- (1) Assigned to a unit.
- (2) The command designation is changed.
- (3) Reassigned to another command.

d. Insignia, to include nametapes, issued or replaced at Government expense are attached without charge to the enlisted soldier when:

(1) Promoted to a higher grade.

(2) Reduced in grade.

(3) Converted to comparable grade.

(4) Authorized and received a supplemental Army green uniform.

(5) Awarded one Physical Fitness Badge (AR 670-1).

e. Insignia purchased from AMCSS are attached at soldier's expense.

f. Allowances for combat and skill badges are discussed in AR 672-5-1.

g. Attachment of one Physical Fitness Badge to physical fitness clothing is authorized at Government expense for enlisted soldiers awarded the badge (AR 670-1).

h. Replacement of insignia for soldiers will be at Government expense when garments are defective.

i. Attachment of insignia is an installation responsibility. Suggested methods can include, but are not limited to use of local maintenance facility or company, local off post contractor, or the AAFES concessionaire. Local procedures should be developed.

### 5-6. Reserve Component soldiers ordered to initial active duty for training

a. Enlisted soldiers ordered to IADT are provided all necessary clothing listed in CTA 50-900 (AA-P) column upon arrival at the training site.

b. Commanders of ARNG and USAR soldiers, who enlist more than 60 days before IADT, may elect to issue one camouflage uniform consisting of the following: one belt, one pair of boots, two pairs of socks, one black buckle, one cap camouflage, one camouflage uniform, one duffel bag, and two undershirts, brown (one additional camouflage uniform may be issued when authorized by the State AG). When required by seasonal and weather conditions, the following additional items may be issued: one coat, cold weather camouflage, one pair of glove shells, and one pair of glove inserts. Combat boots are issued only in new code A condition. Other items may be issued from serviceable stocks of the ARNG or USAR.

c. When USAR soldiers are ordered to IADT, commanders will insure that soldiers have their personal clothing record and all previously issued clothing under provisions of paragraph *b* above in their possession when reporting to the training site. The commander will annotate the clothing record with the statement: "Soldier in possession of clothing records and has not been issued clothing", "Soldier has not been issued clothing prior to IADT," or "soldier in possession of clothing records has been issued a partial issue of clothing." For ARNG soldiers, the commander or his designated representative (commissioned or noncommissioned officer sergeant to sergeant major) will inventory and withdraw all clothing previously issued under the provisions of *b* above, also secure and receipt for these items until the soldier returns from IADT training site. Inventory of clothing items previously issued will be conducted according to paragraph 15-5. When ARNG soldier fails to successfully complete IADT, unit commander, upon notification of this will turn in previously issued items to the USPFO, per paragraph 15-8.

d. Commanders of USAR personnel participating in split-option training will ensure that when the soldier returns to a training site for subsequent training, a copy of the soldier's clothing record (DA Form 4886) and all clothing issued previously accompanies the soldier.

e. Upon completion of the initial training period under the split-option program, the soldier returns to the assigned Reserve Component unit for normal drills. Commanders will not withdraw those items issued in excess of Reserve Component allowances (para 12-5).

f. USAR commanders will ensure that DA Forms 3078 for newly assigned enlisted non-prior service (NPS) soldiers ordered to IADT are prepared, processed and forwarded to the AMCSS during the initial in-processing of the NPS soldier.

(1) If the DA Forms 3078 are submitted between drill assemblies, unit commanders will delegate approval authority on memorandum to an available officer or warrant officer. A copy of memorandum and current copy of DA Form 7000 be forwarded to AMCSS.

(2) DA Forms 3078 will contain only those personal items and quantities according to paragraph *b* above and will be stamped/annotated "NPS EXPEDITE" prior to forwarding to AMCSS.

(3) AMCSS will process the DA Forms 3078 by priority.

### 5-7. Reserve Component soldiers ordered to extended active duty

ARNG and USAR enlisted soldiers ordered to active duty for longer than 6 months are issued a clothing allowance authorized in CTA 50-900 (AA-P column).

*a.* Enlisted soldiers ordered to active duty within 3 months of previous release from active duty must report for duty with all clothing in their possession at the time of their release or discharge. These soldiers are processed according to paragraph 5-2 or 5-3. The basic or standard clothing replacement allowance begins on the date the person reports for active duty.

*b.* Enlisted soldiers ordered to extended active duty after 3 months from date of release from previous active duty, or those with no previous active duty, must report for duty with all items of clothing recorded on the personal clothing record. This record is sent from their Reserve unit to the new active duty station. The use of the personal clothing record is discontinued during the extended active duty.

(1) If the personal clothing record is not available from the Reserve unit, DA Form 3078 is prepared and the enlisted soldier is credited with clothing in his/her possession. Credit may not be in excess of appropriate Reserve allowances in the enlisted soldier's possession when reporting for duty. The old clothing record is destroyed if it is later received from the Reserve unit.

(2) Enlisted soldiers in this category are entitled to allowances prescribed in paragraph 4-2d.

(3) Clothing in the possession of the enlisted soldier is to determine serviceability and shortages.

*(a)* Unserviceable but repairable items are repaired at Government expense.

*(b)* Unserviceable, uneconomically repairable items are replaced at Government expense.

*(c)* Shortages are replaced at the expense of the soldier if the shortages occurred through fault or neglect of the enlisted soldier.

(4) Unit commanders will prepare and submit DA Form 3078 (fig 5-2) to obtain the additional clothing needed to bring enlisted soldier ordered to extended duty up to authorized allowances.

(5) When on active duty, all enlisted soldiers are entitled to the basic clothing replacement allowance on completion of 6 months of active duty service in a pay status. Personnel officers or the custodian of the soldier's financial data record folder (FDRF) record process the necessary pay orders. Payment of the basic allowance starts on the date after completing 6 months of active duty in a pay status.

### 5-8. Clothing for prisoners in Army confinement facilities

*a. Temporary issues.* Prisoners who are in an undetermined status and confined with the minimum clothing prescribed by the confinement facility, are given a temporary issue of clothing, if necessary. Prisoners travelling to a correctional facility may wear personal civilian clothing; however, a temporary issue of comfort clothing may be authorized if required. All military clothing will be inventoried for serviceability to determine if temporary issue will be required.

(1) The installation commander is authorized to maintain minimum quantities of used clothing items at the confinement facility. The service stock listing of Army green uniforms with components, and camouflage uniforms, must be approved by the MACOM or major Army subcommand (SUBMACOM) commander. Temporary issues may be withdrawn and clothing reissued whenever possible.

(2) The commander at the installation where the individual is being held will immediately determine the status of the prisoner. At the earliest possible date, clothing will be furnished to an Army prisoner as authorized in this regulation (see table 5-2).

(3) After the installation commander determines the status of the

prisoner and clothing is issued, any part of the temporary issue that is recoverable is withdrawn, laundered, and retained by the facility officer for reissue. Footwear and other nonrecoverable items are retained by and charged against the Army enlisted soldier (para 4-3b(4) or (5)). Footwear issued to other than Army prisoners is withdrawn and returned to supply channels for proper disposition.

(4) Footwear is issued to other than Army prisoners only when the soldier does not have footwear to perform assigned duties.

(5) Clothing temporarily provided to prisoners, other than Army, is without reimbursement from the member or from his or her military Service. Clothing is withdrawn as soon as it is obtained from his or her own Service.

*b. Responsibility for issue.* The commander of units where Army prisoners are assigned will ensure that the prisoner has at all times required clothing items. (See table 5-1 or table 5-2.) The correctional officer is responsible for prisoners of the other Services. Soldiers who are returned to military custody at other than home stations and who are detained in a confinement or nonconfinement status pending disposition are given a temporary issue of clothing if necessary (except nonrecoverable items). Soldiers without a Service uniform may be given a temporary issue of these items, if they are to appear before courts or elimination boards.

*c. Regular issues.*

(1) *Army prisoners.* The commander of the Correctional Holding Detachment, Special Processing Detachment, or other units where prisoners are assigned, ensures that during pre-trial or post-trial confinement each Army prisoner has items required by facility. Prisoners collecting a basic or standard replacement allowance will obtain, if necessary, and maintain prescribed clothing items at their own expense. Prisoners who arrive at the Confinement Facility for incarceration are required to have all clothing authorizations in their possession (see table 5-2). Replacement of clothing shortages will be at the expense of the prisoner.

(2) *Other than Army prisoners.* Casual prisoners of other Services are provided temporary issues as required. After the status of the prisoner is determined, the prisoner's Service is notified to provide adequate clothing for the soldier's return trip to home station. Prisoners confined in Army confinement facilities pending court-martial or serving their sentence will be provided a complete allowance of clothing as authorized in appropriate regulations.

**Table 5-1**  
**Clothing Requirements for Prisoners in Army Correctional/Confinement Facilities Pretrial/Casual Confinement Status (Temp Issue)**

Personal Clothing Items	Male	Female
Bag, duffel	—	—
Belt, trousers	1	1
Boot, combat	1	1
Buckle, black	1	1
Buckle, brass	1	—
Cap, camou	1	1
Cap, garrison	1	1
Coat, all weather	—	—
Coat, CW	1	1
Coat, Camouflage HW	1	1
Coat, camouflage temp	1	1
Coat, poly/wool AG	1	1
Drawers, brown	1	—
Gloves, black, unisex	1	1
Gloves, shell	1	1
Necktab	—	1
Necktie	1	—
Shirt, long/short sleeve	1ea	1ea
Shoes, oxford	1	1
Skirt, poly/wool	—	1
Socks, cotton/nylon	1	—
Socks, wool	3	3
Towel, bath	2	2
Trousers, camouflage HW	1	1
Trousers, camouflage, temp	1	1
Trousers, poly/wool	1	—
Undershirt, brown	3	3

**Table 5-1**  
**Clothing Requirements for Prisoners in Army Correctional/Confinement Facilities Pretrial/Casual Confinement Status (Temp Issue)—Continued**

Personal Clothing Items	Male	Female
Undershirt, white	2	—
Bag, barracks	1	1
Drawers, CW <sup>1</sup>	1	1
Undershirt, CW <sup>1</sup>	1	1

Notes:

<sup>1</sup> Seasonal

**Table 5-2**  
**Clothing requirements for Prisoners in Army Correctional/Confinement Facilities**

Personal Clothing Items	Male	Female
Bag, duffel	—	—
Belt, trousers	1	1
Boot, combat	2	2
Buckle, black	1	1
Buckle, brass	1	—
Cap, camouflage	2	2
Cap, garrison	1	1
Coat, all weather	1	1
Coat, camouflage, HW	2	2
Coat, camouflage, temp	2	2
Coat, Camouflage, CW	1	1
Coat, poly/wool AG	1	1
Drawers, brown	7	—
Gloves, blk, unisex	1	1
Gloves, inserts	2	2
Gloves, 1 shell	1	1
Handbag	—	1
Necktab, long/short sleeve	—	1 ea
Necktie	1	—
Shirt, long/short sleeve	1 ea	1 ea
Shoes, oxford	1	1
Skirt, poly/wool AG	—	1
Slacks, poly/wool	—	1
Socks, cotton/nylon	3	—
Socks, wool	7	7
Towel, bath	4	4
Trousers, camou, HW	2	2
Trousers, camou, temp	2	2
Trousers, poly/wool AG	1	—
Undershirt, brown	7	7
Undershirt, white	2	—

Notes:

<sup>1</sup> Three sets of undergarments may be issued to EW as necessary. Sentenced prisoners will wear prisoner clothing prescribed by the facility in which they are confined. Appropriate attire other than the prisoner uniforms will be temporarily issued and worn for appearance at court-martial and other appropriate occasions.

<sup>2</sup> Individual being transferred to a detainment or confinement facility without personal clothing will be issued clothing items, as necessary, at final destination.

<sup>3</sup> Distinctive clothing for prisoners confined at the U.S. Disciplinary Barracks (USDB) will be furnished at the facility.

<sup>4</sup> Members of other services confined at the USDB will be issued required prisoner clothing.

<sup>5</sup> Soldiers transferred to USDB will not be required to report with all initial issue items. Commanders may transfer the soldier in civilian clothing, if available. Otherwise a service uniform will be provided as a temporary issue.

### 5-9. Initial issue to prisoners restored to duty

Prisoners restored to duty (para 4-2) are issued initial allowances before departure for duty assignment. Excluded is the U.S. Disciplinary Barracks (USDB). Prisoners at the USDB are given a seasonal service uniform. Initial allowances are completed at the new duty

station if the soldier does not elect to go on leave. This authorization does not apply to prisoners who have no punitive discharge and who continued to receive a clothing replacement allowance while in confinement.

### 5-10. Clothing for prisoners detained in personnel control facilities

*a.* A Personnel Control Facility (PCF) is authorized to stock minimum quantities of clothing and footwear for temporary issues—(table 5-1) to detained personnel. Prisoners awaiting discharge will receive a temporary issue of clothing required for performing duty at the facility. This clothing will be withdrawn when prisoner is discharged. Prisoners of the PCF, awaiting reassignment, and at the soldiers expense, will be issued clothing to complete clothing bag authorizations. PCF commanders should make every effort to obtain condition code B clothing prior to ordering new items through the Installation Supply Division (ISD). PCF will order clothing to be charged to OMA. The ISD should order on an as required basis and should not accumulate demand data for the purpose of replenishing clothing to support the PCF. Authority should be obtained from local medical authorities for the sanitation and reissue of footwear/undergarments.

*b.* Personnel will be required to return all clothing when discharged from the service. Those soldiers returned to military control in a pay status will be charged for all clothing retained. (For those in a nonpay status, see paragraph 5-13.) Undergarments for female personnel are not stocked in the supply system, therefore purchases of these garments will be charged to OMA.

### 5-11. Exchange or alteration of misfit clothing and footwear

*a.* Exchanges or alteration of misfit clothing after initial issue must be made within 6 months of date of entitlement. By definition, exchanges are to replace one like item with another, therefore, AMCSS must accept another garment/footwear when making exchange transactions.

*b.* Exchange of misfit footwear after initial issue must be made within 90 days of issue.

*c.* When the unit commander decides that clothing or footwear is actually a misfit, a DA Form 3078 will be prepared in original and five copies, as shown in figure 5-2. A statement will be placed in the “Remarks Block” giving an explanation for exchange. Use of a single DA Form 3078 to permit exchange of clothing items for more than one soldier is authorized for basic trainees when exchange is accomplished at CIIP. Otherwise a DA Form 3078 is required for each enlisted soldier. Place a check in the “Exchange” block of the form. The following information is required:

(1) A list of the items of clothing or footwear.

(2) A statement on the front of the form or in the remarks block that the enlisted soldier has been in the Service for less than 6 months or 90 days after the last authorization of an initial allowance. (Give day, month, and year of entry on duty.)

(3) A statement that the enlisted soldier is entitled to alterations or exchange of misfit clothing or footwear at Government expense.

*d.* When forms are completed, the unit commander will have the enlisted soldier will—

(1) Go to the AMCSS or CIIP. When a CIIP is located on an installation, the commander should use the CIIP.

(2) Present the applicable number of copies of DA Form 3078 to the clerk. The clerk in turn has a qualified clothing or shoe fitter check the fit of the clothing or footwear.

*e.* If the garments can be fitted by alteration, the fitter marks the alterations. The garments then are sent to the alteration shop and upon completion are returned to the enlisted soldier. If some garments on the same DA Form 3078 cannot be fitted by alterations, mark the “iss” column of DA Form 3078 “alter” for any garments that can be altered. Follow procedures in below for all other items. If all garments listed on the form can be altered, destroy the DA Form 3078.

*f.* Misfit clothing that cannot be altered to achieve the proper concept of fit and misfit footwear is turned in to the AMCSS or

CIIP without additional documentation. The correct size clothing or footwear is issued and recorded on DA Form 3078. First issue priority for exchanges will be from available condition code B (used) clothing. The duplicate copy is returned to the unit commander for destruction. The AMCSS or CIIP processes the original and one copy of DA Form 3078 for financial accounting.

g. If the proper size garment is out of stock at the time requested, enter zero in the "iss" column of DA Form 3078. Return a duplicate copy of DA Form 3078 to the unit commander for filing until the exchange for the proper size is made. Send a duplicate of DA Form 3078 to the new station if the enlisted soldier is transferred before the exchange is made. This copy is authority to exchange misfit items when the proper size is available, even though the initial 6-month period of service has elapsed. Destroy this copy when the exchange is made. The misfit clothing is turned in when the proper size is available.

h. Items exchanged must be cleaned, pressed and meet code B standards; otherwise an exchange will not be made.

i. Those enlisted soldiers in the split-training option program will be entitled to exchanges and alterations during the second phase of IADT.

j. For exchanges made at AMCSS, removal and reattachment of insignia will be accomplished through the alteration facility at no charge to the soldier.

#### **5-12. Exchanges of clothing for reasons other than misfit**

a. During first six months of Active Duty, which includes basic and advanced individual training, exchanges may be made when items of personal clothing are damaged beyond repair incident to service or intensive training, and not due to normal fair wear and tear (FWT). This is provided such damage was not caused by any fault or negligence on the part of the soldier. A mismatched BDU set, that is the trousers and coat do not match in color or shades, is not a legitimate reason for exchange.

b. Replacement of clothing/footwear damaged during participation in Field Training Exercises (FTX), regardless of time in service, is not authorized. Soldiers should be issued protective clothing authorized in CTA 50-900 when working in areas such as welding or performing such tasks as handling batteries. Commanders should also consider the use of code X clothing (less than code B) in lieu of normal work uniforms when situations warrant.

c. A DA Form 3078 will be processed as outlined in paragraph 5-11. A statement will be placed in the Remarks Block giving explanation for exchange. Items turned in for exchange under this paragraph will be in a clean condition and have no salable value. DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) will be used. The AMCSS will not take these items into their accountability but will turn them in to the local DRMO at no value. Authorized items accepted for exchange that are not taken into AMCSS accountability will not be charged to AAFES account 109-13. The CIIP will follow normal turn-in procedures.

d. Items that have obvious defects in workmanship or material will be handled as follows:

(1) Repairs at Government expense are authorized if it is economical to repair the item and if the repairs would not cause a visible defect.

(2) Items returned to the issue activity that cannot be economically repaired will be accepted for exchange. The CIIP or AMCSS manager will submit SF 368.

e. Items received under (2) above will be exchanged using DA Form 3078 as outlined in paragraph 5-11. For CIIPs the defective item will be turned in to the supporting ISD and will be processed under dollar value accountability. AMCSS will make turn-ins in accordance with EOP 40-4.

f. For exchanges made at AMCSS, removal and reattachment of insignia will be accomplished through the alteration facility at no charge to the soldier.

#### **5-13. Initial and gratuitous issues to soldiers isolated from supporting installations**

When soldiers are isolated from the installation where they are based for support, the assigned installation commander will process initial and gratuitous issues as follows:

a. *Initial issue.* Personal clothing items, when required to complete initial allowances, are obtained from the AMCSS of the installation providing support.

b. *Gratuitous issue.* Gratuitous issues are processed as indicated in paragraph 5-4.

c. *Submission of form.* DA Form 3078 is submitted only to the supporting installation.

#### **5-14. Nonpay status**

a. When enlisted soldiers are in a nonpay status, an issue of clothing is authorized, if necessary. Individual charge sales will not be prepared for clothing issues for individuals in a nonpay status. Commanders should make every effort to obtain condition code B clothing prior to ordering new items through the ISD. Clothing ordered will be chargeable to OMA funds.

b. Serviceable recoverable items will be withdrawn when the issue of clothing is no longer required by the soldier. Commanders of units other than confinement or control facilities will turn in withdrawn serviceable clothing to ISD.

#### **5-15. Reenlistments**

a. Soldiers who have 3 years or less of active duty service at the time of discharge or release and who reenlist within 3 months are entitled to an issue-in-kind of like items turned in at time of discharge (para 12-3). Requests for items not required for turn-in are substantiated by valid proof of turn-in or are replaced at the soldier's expense.

b. Persons who have more than 3 years of active duty service at the time of discharge or release and who reenlist within 3 months are not entitled to an issue-in-kind of any personal clothing items. The soldier retains such items (para 12-2).





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**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

**Authority:** Title 10, USC 3012.

**Principal Purpose:** The personal clothing request provides an accountable document for clothing received by enlisted personnel.

**Routine Uses:** The Social Security Number (*SSN*) is used as an additional/alternate means of identifying the individual so that the clothing request will be filed in the correct Military Personnel Record Jacket.

**Disclosure:** Voluntary.

REVERSE DA FORM 3078, MAY 93

Figure 5-2. Sample of completed DA Form 3078—Continued

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Legend for Figure 5-2:

*Instructions for Completing DA Form 3078*

**Block 1. Document Number.** Enter document number. This block is to be used by USAR/ARNG units only.

**Block 2. Voucher Number.** Local AMCSS use only.

**Block 3. Date.** Enter date prepared.

**Block 4. Name.** Enter name (last, first, middle initial).

**Block 5. SSN.** Enter social security number of individual in block 4.

**Block 6. Grade.** Enter rank/grade.

**Block 7. Organization.** Enter unit/organization to which individual is assigned. For IMA's or IRR's, the local unit to which individual is assigned/attached will be used in this block.

**Block 8. DODDAC.** Enter DODDAC—for use by USAR/ARNG units only.

**Block 9. Priority.** Enter appropriate priority code for USAR/ARNG units only.

**Block 10. Army Military Clothing Sales Store.** Enter supporting installation AMCSS.

**Block 11. Category.** Check appropriate category.

**Block 12. Type of transaction.** Check appropriate block.

**Block 13. Inventory.** Enter date and initials of person performing inventory. Used by active Army, USAR, and ARNG units as appropriate.

**Block 14. Phone Number.** Enter unit phone number.

**Block 15. Posted.** Enter date inventory posted and initials.

**Block 16. Authorized by.** Enter "AR 700-84," and appropriate paragraph and/or *other* applicable references.

**Block 17. Approved by.** Enter name and signature of unit commander or his or her commissioned or warrant officer representative.

**Block 18. Date Approved.** Enter date approved by unit commander.

**Block 19. Quantity.** Requester will enter quantity of required item. The issue column will be used by AMCSS.

**Block 20. Articles.** Articles required for male/female.

**Block 21. Size.** Enter sizes required beside article requested.

**Block 22. Unit Price.** To be completed by AMCSS.

**Block 23. Total Cost.** To be completed by AMCSS.

**Block 24. Quantity.** Requester will enter quantity or required item. The issue column will be used by AMCSS.

**Block 25. Articles.** Articles for male issue only.

**Block 26. Size.** Enter sizes required beside article requested.

**Block 27. Unit Price.** To be completed by AMCSS.

**Block 28. Total Cost.** To be completed by AMCSS.

**Block 29. Articles.** Articles for female issue only.

**Block 30. Remarks.** To be use for required statements or other pertinent information.

**Block 31. Signature of Recipient.** To be signed by individual receiving clothing.

## Chapter 6 Clothing Initial Issue Point

### 6-1. Introduction

*a.* This chapter contains general policies for establishing CIIPs. Procedures may be modified, if necessary, to adapt to automation. This includes the use of other forms more suitable to the automated system. However, the automated system must meet the requirements to establish effective internal accounting control.

*b.* The CIIPs are staffed and operated by the U.S. Army Training and Doctrine Command. Their goal is to clothe each soldier with 100 percent of their authorized clothing allowance as stated in CTA 50-900. During periods in which clothing shortages may be prevalent, this goal may not be attainable. If 100 percent of the clothing

bag items are not issued during the initial processing, commanders should make every effort possible to obtain needed clothing for a soldier. Only DPSC procured clothing items will be issued to new recruits. Request for exception to this policy must be submitted to HQDA(DALO-TST-E) for approval. Clothing forms (DA Form 3078) should not be destroyed until 100 percent of all authorized issues have been made and the soldier reaches his initial permanent duty station. DA Form 3078 will be retained for reserve component personnel. (Para 12-9b(3))

### 6-2. Concept of operations

The property control officer normally is accountable for inventories in the CIIP. A separate installation clothing property account may be established at the option of the major Army commander. In this case, the manager of the CIIP also may be designated the accountable property officer of the property account.

### 6-3. Principles of operations

*a.* Actual operation of CIIPs is assigned to an individual designated as manager or officer-in-charge of the activity.

*b.* Accountability of inventories located in the CIIP is on a monetary (dollar) basis rather than on an item basis.

*c.* Transfers of inventory between the property control officer and its CIIP require a change in accounting from line item to monetary accounting.

### 6-4. Establishment of CIIPs

*a.* Normally, CIIP facilities are established at installations operating reception stations designated for this mission.

*b.* CIIPs may also be established at overseas replacement centers and at Army personnel processing centers. The major Army commander concerned determines the need for such a facility.

### 6-5. Funding

Funds to operate CIIPs will be obtained through the responsible operating command.

### 6-6. Adjustments in the account

All items in the CIIP are accounted for at the full standard price. The CIIP is subject to various gains and losses. These must be adjusted if the account is to be kept in balance. The usual types of adjustments are as follows:

*a.* Adjustments caused by price changes.

*b.* Adjustments to cover minor losses and discrepancies. When a semiannual inventory is made, an allowable loss not to exceed one-half of 1 percent of all issues and transfers is authorized to cover minor losses and discrepancies.

*c.* Nonoperational losses such as fire and theft are surveyed regardless of amount.

*d.* When condition code B items are classified and issued as condition code B, only the reduced price is recovered.

### 6-7. Inventories

*a.* Formal inventories are taken every 6 months as follows:

(1) At times determined by the installation commander.

(2) When a new manager or officer-in-charge is appointed.

*b.* Informal inventories are taken as required between formal scheduled inventories. These inventories are taken to determine the condition of the account and the losses, gains, errors, price changes, and replenishments.

*c.* Facilities may be closed for a period not to exceed 3 workdays when formal inventories are made.

### 6-8. CIIP stockage and operations

*a.* All CIIPs will maintain stocks of complete tariff sizes of clothing and footwear (see SB 10-523).

*b.* Items of OCIE, which normally accompany the soldier on transfer, may be stocked and issued through the CIIP.

(1) Items of OCIE issued to soldiers may be temporarily recorded on DA Form 3078. A machine produced equivalent, approved by

the MACOM, may also be used. DA Form 3078 will be retained until the soldier completes 6 months of service, has been issued a complete allowance of personal clothing items, or has in-processed at his or her initial permanent duty station, whichever date is later.

(2) When in-processing at initial permanent duty station, all OCIE issued during reception center processing (RCP) will be transferred to DA Form 3645 (Organizational Clothing and Individual Equipment Record). (See DA Pam 710-2-1, para 10-6c.) All future issues and turn-ins of OCIE made to soldiers also will be recorded on this form.

c. Army green coats and trousers that are not free of wrinkles will be pressed prior to try-on and issue.

d. All footwear and outer garments will be tried on and fitted while the individual is wearing proper subgarments. For proper fitting of uniforms and footwear see TM 10-227 or TRADOC Standard Operating Procedures for CIIPs.

e. Required alterations will be made within 1 to 3 days

f. Only authorized alterations will be made.

g. No alteration will be made which will change the approved concept of fit.

h. Requirements for special measurement clothing or footwear are discussed in chapter 7 of this regulation.

### 6-9. CIIP physical layout and processing

a. Efficiency in operation can best be obtained through a self-contained facility that has areas for—

(1) Adequate storage space.

(2) Orientation and disrobing.

(3) Recording physical measurements.

(4) Providing an orderly sequence of issuing initial clothing allowances.

(5) Providing a final check of items issued, alterations, and pressing.

b. The CIIP should be attractive and provide individual service to favorably impress the new soldier.

c. An orientation on the clothing issue procedures and the mechanics of the clothing monetary allowance system (chap 4) will precede the recording of body measurements. Proper fitting and wearing of the uniform will be emphasized. Before arrival at the CIIP, soldiers to be processed will be freshly showered and given haircuts.

d. The proper fitting of uniforms and footwear must be stressed, rather than processing at a high rate. Showing training films on fitting Army uniforms and footwear is encouraged for maximum use of on-the-job training. Issue sequence will be established locally. After completion of issues, the individual will sign all copies of the DA Form 3078.

e. An issue may be provided at the time the soldier reports to the reception station. Issue normally should be limited to items that do not require fitting (towels, underwear, socks, and duffel bag).

f. Processing time will provide for the following:

(1) Selecting initial try-on sizes from recorded physical measurements.

(2) Trying on additional sizes, if necessary, to ensure the best possible fit with the least alterations.

(3) Furnishing the soldier with a receipt for garments withdrawn for alterations.

(4) Recording the quantity issued.

(5) Signing DA Form 3078 or equivalent for clothing received.

g. Exchanges for misfit garments (para 5-11) and damaged items (paragraph 5-12a), will be accomplished within established time frames as can be scheduled and processed.

### 6-10. Alteration facilities at CIIPs

Alteration facilities will be established at each CIIP. There must be enough equipment to ensure that all clothing issued to soldiers is altered to achieve proper fit. The facilities of present clothing and equipment repair shops or contractual alteration vendors will be

used to make alterations. DD Form 754 (Repair Tag) is authorized for use. Alteration of all clothing is charged to OMA funds.

### 6-11. Fitting uniforms

See paragraph 2-6.

### 6-12. Quality control

See paragraph 2-7.

## Chapter 7

### Special Measurement Clothing and Footwear

#### 7-1. Special measurement clothing

Special measurement clothing items are manufactured to the specific measurements of a person. These items are authorized only for soldiers who cannot be properly fitted with standard tariff sizes or by authorized alterations. Unless directed otherwise, soldiers will take all special measurement clothing with them on permanent change of station (PCS). Retired personnel are not provided special measurement clothing.

#### 7-2. Procedures for supply of special measurement clothing

a. If a soldier cannot be fitted from tariff sizes or by authorized alterations at the time of initial issue or sale, he or she may be measured for special measurement clothing. The measurements are recorded on DD Form 358 (Armed Forces Measurement Blank (Special Sized Clothing for Men)) or on DD Form 1111 (Armed Forces Measurements Blank (Special Sized Clothing for Women)). (See AR 32-4 for additional information.) These forms are available through normal publications supply channels.

b. The CIIP prepares the clothing measurement forms in quadruplicate and sends them to the ISD. In turn, the ISD prepares DD Form 1348 (DOD Single Line Item Requisition System Document (Manual)). The name of the soldier for whom a special measurement form (a above) is attached, and a description of item ordered, is entered in the remarks column of the form.

(1) The originals of the requisition form and special measurement form are submitted to Commander, Defense Personnel Support Center (ATTN: Directorate of Manufacturing (Routing Identifier Code S9T)), 2800 South 20th Street, Philadelphia PA, 19101-8419. Requisition priority 06 (AR 725-50) is used for requests for initial issue clothing for new soldiers.

(2) The supply officer retains one copy of the requisition form and one copy of the special measurement form.

c. Two copies of the special measurement form are annotated to show the assigned requisition number. One copy is returned to the preparing activity. The supply officer sends the other copy to the commander of the soldier being fitted. This copy then is filed with the soldier's assigned unit. It is destroyed when the item is received. Follow-up action is maintained on the supply status until the transaction is completed and items are received.

d. AMCSS personnel prepare special measurement forms per EOP 40-4.

e. When items are received, the AMCSS or CIIP notifies the soldier's commander that the items are available. When the items are to be issued, the unit commander prepares the DA Form 3078.

f. If the soldier is transferred before the items requisitioned are received, the following actions are necessary.

(1) The soldier's commander furnishes a copy of the transfer orders to the AMCSS or CIIP.

(2) The AMCSS or CIIP immediately—

(a) Advises the Commander, DPSC, of the new address of the soldier.

(b) Cites the correct requisition number.

(c) Requests the clothing be forwarded to the soldier's new location.

(3) The Commander, DPSC immediately advises the AMCSS or CIIP whether or not the change can be made.

(4) If the clothing is received at the station after the soldier is transferred, the AMCSS or CIIP ships the items to the AMCSS of the new station by the most expeditious means. A copy of the order transferring the soldier is sent with the items.

(5) If information indicates nonreceipt of special measurement items, the soldier's commander immediately notifies the AMCSS or CIIP. By doing this, follow-up action can be started and resubmission of a special measurement requisition for the same item or items can be prevented.

g. If items are received after the soldier is honorably discharged or relieved from active duty, he or she is advised that the items are available and can be purchased within 60 days. If the soldier does not wish to buy the items within the 60 days, items are processed for turn-in.

### 7-3. Special measurement footwear

a. Special measurement footwear consists of boots or shoes that must be manufactured for size only. These items are not included in regular sizes stocked in the depot system. Rather, they are manufactured to a soldier's specific measurement. Special measurement footwear is included under the clothing replacement system. Retired personnel are not provided special measurement footwear.

b. These items of footwear are authorized only for soldiers who cannot be properly fitted from standard tariff sizes. Unless directed otherwise, soldiers take all special measurement footwear with them on PCS.

c. SUBMACOM commanders may approve the issue or sale of authorized allowances of combat boots and shoes to active duty soldiers with mismatched feet. Sizes are those needed to ensure a proper fit of both feet. Soldiers who buy such footwear pay the current standard price of only one pair of the item purchased. The Army CIIP or AMCSS issuing or selling this special footwear is authorized to dispose of the remaining unused footwear through DRMO channels.

### 7-4. Procedures for supply of special measurement footwear

a. Soldiers who cannot be fitted properly with regular tariff sizes of footwear are sent to the local medical facility. A member of the medical office prepares a DD Form 150 (Special Measurements Blank for Special Measurements/Orthopedic Boots and Shoes), in quadruplicate. This form is available through normal publication supply channels. The form is forwarded to the AMCSS, who prepares a DD Form 1348 in quadruplicate, (AR 32-4) for the soldier for a "trial" pair of special measurement footwear. When both low quarter shoes and combat boots are required, the combat boots are the trial pair. The name of the soldier and the type of footwear are annotated in the remarks column of the requisition.

(1) Original copies of DD Form 1348 and DD Form 150 are sent to the Defense Orthopedic Footwear Clinic, 495 Summer Street, Boston, MA, 92210-2102 (Routing Identifier Code SIT).

(2) The AMCSS retains two copies of DD Form 150 and DD Form 1348.

(3) The assigned requisition number is annotated on two copies of DD Form 150. One copy is sent to the unit commander of the soldier requesting the special measurement footwear.

b. On receipt of the trial pair of boots and fitting report from the Defense Orthopedic Footwear Clinic, the clothing store manager arranges an appointment between the soldier and the local medical facility. The fitting report, must be kept with the footwear. The medical officer decides if the footwear fits properly and completes the fitting report as follows:

(1) If the footwear does not fit, the medical officer records all changes required on the fitting report. He or she returns the reports and footwear to the clothing store manager. The fitting report and the trial pair of footwear are returned to the Defense Orthopedic Footwear Clinic for correction and then returned to AMCSS.

(2) If the trial pair fits properly, the medical officer completes the fitting report and forwards it to the clothing store manager. The

clothing store manager completes the issue or sale as prescribed in paragraphs 3-6 and 5-3.

c. After the trial pair is fitted properly, the AMCSS prepares a requisition for the balance of the footwear authorized for issue to or requested for purchase by the soldier. The requisition is sent with the fitting report to the Defense Orthopedic Footwear Clinic.

d. On receipt of the remaining footwear and later deliveries of replacement special measurement footwear, the procedures in *b* above apply. When the issue or sale is complete, the annotated DD Form 150 is forwarded to the unit for filing (AR 25-400-2).

e. When replacement footwear is needed, the soldier reports to the AMCSS with the copy of DD Form 150. The AMCSS refers the soldier to a medical facility to decide if the soldier's foot measurements have changed. If measurements have changed, a new DD Form 150 marked "revised" is prepared. This form is sent with the requisition. Otherwise, replacement footwear is requisitioned with a statement that the previously requisitioned measurements are satisfactory. The original DD Form 150 or a copy of the new revised form is annotated to show the requisition number. The form is sent to the soldier's unit for retention.

f. The clothing store manager ensures that the fitting forms are promptly forwarded to the Defense Orthopedic Footwear Clinic.

g. When a soldier is transferred before items requisitioned are received, or the soldier has been honorably discharged or relieved from active duty, the procedures in *d* above and paragraph 7-2e apply. The Defense Orthopedic Footwear Clinic is notified of the soldier's new address.

h. Pricing policy for special measurement clothing and footwear is given in paragraph 3-4.

### 7-5. Supply of orthopedic footwear

Orthopedic footwear is a medical appliance and is obtained through medical supply channels from the Defense Orthopedic Footwear Clinic. (See AR 32-4 and AR 40-3.)

## Chapter 8 Civilian Clothing

### 8-1. Introduction

a. This chapter implements the National Defense Authorization Act 4 December 1987 and DOD Instruction 1338.18. It provides the Army policy for the officer and enlisted Civilian Clothing Allowance Program. Soldiers who must wear civilian clothing full-time (greater than 50 percent of the soldiers official duty time) in performing their daily duties are eligible to apply for a civilian clothing allowance. Specifically, officers who are on extended active duty assigned outside the United States (or who perform TDY outside the United States from the overseas assignment) are eligible to apply for a civilian clothing allowance. Enlisted soldiers who are on extended active duty assigned within or outside the United States are eligible to apply for a civilian clothing allowance. This includes classified duties. However, this does not include enlisted or officer soldiers who are discharged from the service upon release from confinement and whose punitive sentences have been executed.

b. The officer and enlisted civilian clothing allowance program does not apply to USAR or ARNG personnel.

### 8-2. Who may receive allowances

a. *Enlisted soldiers.* When civilian clothing is required in performing official daily duty, full-time, a civilian clothing allowance, upon approval from the gaining MACOM (see POC list para 8-7) is authorized for enlisted soldiers assigned within or outside the United States who are—

(1) On duty at the White House the Military Aide decides whether civilian clothing is necessary or suitable.

(2) Performing congressional escort duties; the Chief, Legislative Liaison, decides whether civilian clothing is necessary or suitable.

(3) Assigned to intelligence, security, or related activities clearly requiring civilian clothing be worn.

(4) Assigned to permanent or temporary duty in a country where wearing civilian clothing is required by the host government or U.S. Ambassador.

(5) Assigned or attached to Army attache offices; the Deputy Chief of Staff for Intelligence (DCSINT) decides whether civilian clothing is necessary.

(6) Assigned to Military Assistance Advisory Group (MAAG)-activities; the Chief of MAAG decides whether civilian clothing is necessary (AR 1-75). Prior approval of HQDA (TAPC-PDO-IP) is not required when Military Assistance Program (MAP) administrative funds are cited (AR 1-75). This does not apply when MPA funds are cited. In these cases, prior HQDA (TAPC-PDO-IP) approval is still required.

(7) Assigned to an explosive ordnance disposal (EOD) unit to protect the President and other high-ranking officials.

(8) Assigned to duty in support of U.S. Secret Service Protective Missions (USSS) For Explosive Detector Dog (EDD) Handlers.

(9) Assigned to a law enforcement activity, Military Police Investigations (MPI) office, or the United States Army Criminal Investigation Command (USACIDC).

*b. Officers.* When civilian clothing is required in performing official daily duty, full-time, a civilian clothing allowance, with approval from the gaining MACOM. (See POC list para 8-7) is authorized for officers assigned outside the United States who are—

(1) Assigned to permanent or temporary duty in a country where wearing civilian clothing is required by the host government or U.S. Ambassador.

(2) Assigned outside the United States to intelligence, security, or related activities clearly requiring civilian clothing be worn.

(3) Assigned outside the United States or attached to Army attache offices to include Foreign Area Officer (FAO) in-country trainees. The Deputy Chief of Staff for Intelligence (DCSINT) decides whether civilian clothing is necessary.

(4) Assigned outside the United States to MAAG activities. The Chief of MAAG decides whether civilian clothing is necessary (AR 1-75). Prior approval from the gaining MACOM is not required when MAP administrative funds are cited (AR 1-75). This does not apply when MPA funds are cited.

### 8-3. Who may approve allowances

Officer and enlisted soldiers who are required to wear civilian clothing full-time in performing official duty and who are requesting a civilian clothing allowance will submit requests through normal command channels to the gaining MACOM POC for approval. Approval Authority for Civilian Clothing Allowance may not be delegated below the MACOM level. The following types of requests require special handling:

*a.* Requests for officer and enlisted CID Special Agents are sent through command channels to Commander, U.S. Army Criminal Investigation Command (ATTN: CIPA-AC), Falls Church, VA 22041-5015 for verification prior to the MACOM POC approval.

*b.* Requests for enlisted MPI soldiers are sent through command channels to the gaining MACOM for approval. MPI requests must conform to procedures in AR 190-30.

*c.* Requests for officer and enlisted Army attache soldiers cannot be submitted until they have officially signed in to INSCOM. They are to be sent through command channels to Commander, US Army Field Support Center, U.S. Army Intelligence and Security Command, ATTN: IASV-P, Fort George G. Meade, MD 20755-5905, for verification of attache status, prior to the MACOM POC approval.

*d.* Classified requests for Civilian Clothing Allowance must be processed using secure means through command channels to the gaining MACOM for approval.

*e.* Requests for officer's performing FAO duties must be forwarded through the appropriate supporting personnel officer at either Fort George G. Meade, MD, Fort Shafter, HI, or USASAALA at Fort Clayton, Panama, prior to the MACOM POC approval.

### 8-4. Types and quantities of allowances

The nature of assignments or conditions under which civilian clothing may be required can vary. The specific type and quantity of clothing, therefore, cannot be fixed. The clothing, however, will meet the requirements for business, dress, and work of an officer or enlisted soldier's assignment. It will be appropriate to seasonal and climatic conditions. Summer or winter clothing not required under seasonal or climatic conditions are not authorized. Seasonal items are not authorized for forecasted or forthcoming change in assignments nor are clothing items or accessories purchased in quantities not needed in performing official duty. Normally, the start of summer is 1 May and winter is 1 October. This is dependent upon the climatic zones as listed in CTA 50-900, appendix B, where winter clothing is used in zones III through VII only. The clothing allowance authorized is the least needed. Clothing will not be requested merely to use the highest allowance permitted. The rates for a civilian clothing allowance will change at the beginning of each fiscal year on 1 October and will be reflected in the DOD Pay and Entitlements Manual. The category of allowances and the criteria for each allowance are listed below:

*a. Initial Allowances.* There are two types of initial civilian clothing allowances—an initial and an initial (one season).

(1) *"Initial" civilian clothing allowance.* This allowance is authorized when the enlisted soldier is initially assigned to a normal tour of permanent duty requiring the full-time wear of seasonal civilian clothing and an officer's initial assignment outside the United States to a normal tour of permanent duty requiring the full-time wear of seasonal civilian clothing. This allowance is also authorized when the soldier is eligible for a seasonal civilian clothing allowance and the previous allowance was a continuing civilian clothing allowance. The amount of the civilian clothing allowance authorized is dependent upon the amount of months the soldier will be in the assignment. Upon completion of this first assignment if the soldier subsequently goes to another assignment, remains at this assignment for another tour or voluntarily extends and again is required to wear civilian clothing he/she may be eligible for another type civilian clothing allowance. (See *b* (2) below)

(2) *"Initial (One Season)" civilian clothing allowance.* This allowance is authorized under the same requirements as (1) above except the climatic zone of the soldier's assignment does not require the full-time daily wear of both winter and summer clothing in accordance with CTA 50-900, appendix B.

*b. Continuing allowances.* There are two types of continuing civilian clothing allowances—extension and consecutive tour.

(1) *Extension "Continuing" Civilian Clothing Allowance.* This continuing civilian clothing allowance is authorized to enlisted soldiers who last received an initial civilian clothing allowance and who voluntarily extend their tour or who are directed to remain in the assignment requiring the wearing of civilian clothing. The above criteria pertain to officer soldiers who last received an initial or extension civilian clothing allowance and who voluntarily extend their permanent assignment outside the United States or who are directed to remain in the permanent assignment outside the United States.

(2) *Consecutive tour "Continuing" civilian clothing allowance.* This continuing allowance is authorized to enlisted soldiers who last received an initial civilian clothing allowance for duties requiring the wear of civilian clothing and who are ordered to a consecutive permanent assignment requiring the wearing of civilian clothing. The amount authorized for this continuing civilian clothing allowance is dependent upon the amount of months the soldier will be in the assignment and whether the assignment is seasonal or one season. The above criteria and amounts pertain to officer soldiers who last received an initial civilian clothing allowance and who are ordered to a consecutive permanent assignment outside the United States requiring the wear of civilian clothing.

(3) Soldiers who are required to wear civilian clothing on a continuing basis and who are not eligible for an allowance on the basis of tour extensions or consecutive assignments are authorized a continuing civilian clothing allowance. This allowance is authorized for soldiers who remain in the assignment for which he or she

received an initial clothing allowance and is payable on or after each 3 year anniversary date of the initial allowance. The amount shall be 50 percent of the current maximum initial allowance.

c. *TDY allowance.* There is only one maximum TDY civilian clothing allowance authorized in a 3-year period. Payment of TDY allowance is not authorized to soldiers on intransit stopover at locations where civilian clothing must be worn. Neither is the TDY allowance authorized to persons transiting or visiting foreign countries (AR 670-1, app E), if TDY is less than 15 days or if for other than "official duty" reasons. Requests for TDY civilian clothing allowances need strict supervision. Authorizations must not be abused. TDY civilian clothing allowances are authorized when duty is performed for 15 consecutive days or longer. Reenlistment within 3 months after separation is considered as continuous active duty.

(1) *"TDY Allowance (over 30 days)."* This maximum TDY allowance is authorized to an enlisted soldier who is required to wear civilian clothing for a TDY period of more than 30 days in which 15 of the 30 days were consecutive and to an officer who is assigned outside the United States and performs a TDY period outside the United States of more than 30 days in which 15 of the 30 days were consecutive.

(2) *"TDY allowance 15 consecutive days or more but less than 30 days."* This TDY allowance is authorized to an enlisted soldier who is required to wear civilian clothing for a TDY period of 15 consecutive days or more but less than 30 and to an officer who is assigned outside the United States and performs a TDY period outside the United States of 15 consecutive days or more but less than 30 days. Officer and enlisted EOD and EDD soldiers are exempt from the 15 consecutive day requirement. Soldiers who receive allowance due to the length of their TDY (less than 30 days), and who later perform additional temporary duty within a 3-year period that qualifies them for the maximum payment, are authorized payment of the difference between the two amounts.

#### **8-5. Procedures for requesting allowances**

a. Officer and enlisted soldiers who must wear civilian clothing full-time in performing official duties, who are eligible for a civilian clothing allowance, should request it upon arrival at the new duty assignment or TDY station.

b. The request for a civilian clothing allowance will be submitted in memorandum format, one soldier per request, to the approving MACOM and will include all the information necessary as it pertains to the officer or the enlisted soldier. Failure to furnish the following information will cause delays in processing and possible disapproval:

(1) Name, Grade, Military Occupational Speciality(MOS)/Special Skill Identifier (SSI), and Social Security Number(SSN).

(2) A written justification. This is extremely important in deciding approval for civilian clothing allowance. If the request for a civilian clothing allowance is submitted because the TDY or assignment orders indicate civilian clothing is required, a copy of the orders must be included. If the orders do not state a requirement for civilian clothing but the requests for a civilian clothing allowance is submitted because of the host Government requirement based upon the United States Air Force Foreign Clearance Guide; direction of the MACOM commander or the U.S. Ambassador, then the request must include this information. If the request for a civilian clothing allowance is submitted because the soldier is required to wear civilian clothing full-time for official duty for reasons other than host Government, then a written justification must be included. This justification must be detailed enough so that the request can stand alone.

(3) The date of ETS, retirement, or release from active duty.

(4) The date the soldier physically arrived at his current assignment.

(5) The date the soldier is due to physically rotate from the assignment; DEROS DATE/PCS DATE.

(6) The new date of departure from the assignment due to an extension.

(7) The start and end dates of the TDY. (If applicable)

(8) The date the wear of civilian clothing was mandatory.(Note: This date is not always the same as (4) above).

(9) The date the soldier was last authorized a civilian clothing allowance and the amount. Any information that the soldier can provide regarding past allowances will be included in the request. If the soldier has never received a civilian clothing allowance, state so in the request. Officers will indicate all previous allowances received as an enlisted soldier.

(10) State the style of civilian clothing required, business, dress, or rugged field clothing.

(11) State the type of civilian clothing required for the station or area where the soldier is being assigned (summer, winter, or both).

(12) The request should include the following statement which would be verified by the commander: "This soldier will be required to wear civilian clothing full-time for official duty for approximately (number) months."

#### **8-6. Procedures for collecting clothing allowance**

a. A memorandum from the MACOM POC approving/disapproving the authorization to wear civilian clothing and the authorization to collect an allowance will be sent back through the MACOM. Upon receipt of the memorandum, the unit commander or soldier's supervisor prepares an SF 1034 and sends it to the local FAO. The FAO pays the authorized cash allowance to the officer or enlisted soldier. The soldier will purchase the garments locally within 30 days. The following information must be placed on the face of the SF 1034:

(1) Name, grade, SSN and military address of the soldier who must wear civilian clothing to perform military duties.

(2) Type this statement under the articles or services block. "Authority to wear civilian clothing is AR 700-84."

(3) Type, value, and date of authorization.

(4) Type the fund citation for the MPA project number cited on MACOM's memorandum. This fund citation can be obtained from the local Finance and Accounting Office.

(5) Attach the MACOM's approved memorandum to the SF 1034 and forward it to the FAO for payment to the soldier.

b. Commanders have direct supervision and responsibility of expenditures. They will ensure that—

(1) Full use is made of garments provided under the clothing allowance system.

(2) Only clothing items required in performing duties are purchased.

(3) The soldier must purchase clothing within 30 days of receipt of allowance. Purchase will be verified by presenting the sale receipt(s) to the soldier's supervisor or unit commander.

(4) Payment of allowances are to be recorded in the soldier's pay and allowances record.

(5) If a soldier does not use the funds for the purpose authorized, the unit commander, together with the local FAO, will prepare a DD Form 139 (Pay Adjustment Authorization) and start collection action against the soldier.

(6) If a soldier does not receive the funds because of a change in assignment or release from active duty, the unit commander will send the original memorandum back to the approving MACOM for accountability purposes.

(7) Civilian clothing items issued or purchased according to this regulation are expendable property. They are dropped from military accountability. A soldier may permanently retain garments issued to him or her. Garments must be available, however, for use in other assignments within the 3 years from the date of the approved authorization.

(8) Officer and enlisted soldiers who must wear civilian clothing are responsible for the upkeep of their military clothing during the time they wear civilian clothing.

#### **8-7. Points of Contact at MACOM level**

For a clothing allowance approval at MACOM level, submit your request to the appropriate point of contacts below.

**AMC**

Commander, US Army Materiel Command  
 ATTN: AMCPE-AP  
 5001 Eisenhower Ave.  
 Alexandria, VA 22333-0001

**CENTCOM**

Commander, US Central Command  
 ATTN: CCJ1-SA  
 MacDill AFB, FL 33608

**CIDC**

Commander, US Army Information Systems Command  
 ATTN: CIPL-PE-AC  
 5611 Columbia Pike  
 Falls Church, VA 22041-5015

**CINCPAC**

Commander, US Commander in Chief Pacific  
 ATTN: J112  
 Camp H.M. Smith, HI 96861

**EUCOM**

Commander In Chief, United States European Command  
 ATTN: ECJ1-PA Unit 30400  
 P.O. Box 1000  
 APO, AE 09128-4209

**FORSCOM**

Commander, Forces Command  
 ATTN: FCJ4-SMS  
 Ft McPherson, GA 30330-6000

**HSC**

Commander, US Army Health Services Command  
 ATTN: HSPE  
 Ft Sam Houston, TX 78234-6000

**INSCOM**

Commander, US Army Intelligence & Security Command  
 ATTN: IAPER-PA  
 Ft Belvoir, VA 22060-5370

**MDW**

Commander, US Army Mil District of Wash  
 ATTN: ANPE-A  
 Ft Lesley J. Mc Nair, Washington, DC 20319-5000

**MTMC**

Commander, Military Traffic Management Command  
 ATTN: MTPE-M  
 5611 Columbia Pike  
 Falls Church, VA 22041-5050

**SOCOM**

Commander in Chief, US Special Operations Cmd  
 ATTN: SO4JMM  
 McDill AFB, FL 33608-6001

**SOUTHCOM**

(Unified Cmd)Commander In Chief, US Southern Command  
 ATTN: SCJI-P  
 Quarry Heights  
 APO, AA 34003-5000

**TRADOC**

Commander, US Army Training & Doctrine Command  
 ATTN: ATBO-HSM  
 Ft Monroe, VA 23651-5000

**USAE/SHAPE**

Commander, HQ Cmd USA Elm Shape  
 ATTN: ACSS-P CMR  
 450  
 APO, AE 09705

**US Army Corps of Engineers**

Pulaski Bldg 20Mass Ave NW  
 ATTN: CEHR-M  
 Wash, DC 20314-1000

**USAISC**

Commander, US Army Information Systems Command  
 ATTN: ASLO-O-SB  
 Ft Huachuca, AZ 85613-5000

**USAREUR**

Commander In Chief US Army Europe & Seventh Army  
 ATTN: AEAGD-BT Unit 29351  
 APO, AE 09014-01000

**USARPAC**

Commander, US Army Pacific  
 ATTN: APPE  
 Ft Shafter, HI 96858-5100

**USARSO**

US Army South  
 ATTN: SOPR-HR  
 APO, AA 34004-5000

**USASOC**

Commander, US Army Special Operations Command  
 ATTN: AOPE-PP  
 Ft Bragg, NC 28307-5200

**USFK/EUSA**

Commander, US Forces Korea/EUSA  
 ATTN: FKJ1-PPO-PP  
 Unit 15236  
 APO, AP 96205-0009

**USDEL NATO MC**

Commander, US Military Representative to the NATO Military  
 Comm  
 ATTN: Army Personnel Rep  
 APO, AE 09724

**Chapter 9****Supply of Individual Clothing for ROTC****9-1. Purchase limitations**

*a.* Uniform items, including footwear, clothing, and embellishments, such as insignia and devices may be provided to institutions with ROTC units. Purchase requests are limited to items authorized in CTA 50-900. Institutions will submit requisitions to the proper supporting installation. Emergency requirements for ROTC may be submitted to AMCSS per paragraph 9-5e.

*b.* Purchases from AMCSSs are limited to the items *ina* above. Individual ROTC cadets are not authorized to purchase items except as provided in paragraph 3-1a(14). When the installation commander determines that the AMCSS is unable to provide clothing, the institutions will submit requisitions to the correct supply source.

*c.* An institution may want ROTC Military Science(MS) IV students scheduled to be commissioned to wear the prescribed Army uniform at graduation or commissioning exercises. The institution may act as agent for the students and purchase the uniforms or cloth and findings for the students. An ROTC student is not authorized a

uniform allowance until he or she has been commissioned, reported for active duty, and passed a physical examination. A student, therefore, should not purchase a uniform for commissioning, nor should the student be asked to reimburse institutional funds. Purchases under this authority—

- (1) May be made from AMCSS.
- (2) Are limited to within 90 days before graduation.

## 9-2. Limitations of issue

a. Uniforms and equipment are issued only to enrolled members of the ROTC. The use of these items is limited to activities that best achieve Army objectives.

b. Foreign students must be in the advanced course to be eligible for uniforms and equipment.

## 9-3. Conservation of uniform clothing

a. Used but serviceable clothing that meets quality acceptance standards are applied to current and future requirements before reporting the items as excess.

b. The Professor of Military Science (PMS) or Senior Army instructor at each ROTC institution ensures that serviceable uniforms on hand are applied against current and future needs based on firm enrollment data.

c. Cleaning and restoring issue-in-kind uniforms, making authorized alterations, such as sleeve and trouser lengths and minor changes in waist measurements, and sewing on authorized embellishments are made before issue or reissue to ROTC students. This is done under contract at the lowest rates, consistent with satisfactory workmanship. Except as indicated in (1) and (2) below, cost is at Government expense.

(1) Uniforms and footwear purchases from commutation of uniform funds and cleaning and restoring service may be paid from commutation allowances. No other Government funds are used for this purpose.

(2) The student pays for cleaning and normal maintenance of uniforms and footwear in his or her possession. The student is not required to clean the uniform for turn-in. Nor does the student pay for costs of repair and restoration caused by fair wear and tear.

d. Under the allowances prescribed in CTA 50-900, each enrolled ROTC student is authorized one pair of shoes, low quarter. Male students are also authorized two pairs of socks, cotton.

(1) Maintenance, repair, and replacement of shoes; boots, combat; and socks, while in the possession of the student, are at the expense of the student, except under conditions in (2) below

(2) At institutions where uniforms are furnished on an issue-in-kind basis, replacement of shoes; boots, combat; and socks, lost or destroyed while in the possession of the student, is at the expense of the Government only when the loss or destruction—

- (a) Was not the fault or by neglect of the student.
- (b) Occurred during ROTC training.

## 9-4. Requisitioning channels

a. Supply of individual clothing and distinctive insignia normally is from distribution depots. Supply from support installations may be made as provided in c below, under the following conditions:

(1) When stock is available to meet ROTC requirements and an overall savings to the Government is realized. Installation requisitioning objectives will not be raised to meet annual ROTC requirements.

(2) When because an institution is located near an installation, the use of Government vehicles available to the institution is practical.

b. All requisitions, including those for special measurement items are submitted to the supply source through the support installation. The support installation provides funds and sends the requisition to the proper supply source. The supply source sends the shipment directly to the ROTC unit.

c. Excess stocks of ROTC clothing will be turned in to the supporting Installation Supply Division.

## 9-5. Requisitioning procedures

a. For requisitions placed on DLA activities or national inventory control points, see AR 725-50, chapter 3.

b. DA Form 2765-1 (Request for Issue or Turn-In) is used to request items of clothing.

c. ROTC units send requisitions for uniform items for the following year after the close of the current school year. ROTC funds are cited on all requisitions. Requisitions are prepared as follows:

(1) Requisitions normally are based on the actual enrollment at the beginning of the previous school year, less quantities of serviceable items on hand. Quantities may be increased to provide likely increases in enrollment. Caution must be taken in the quantities approved to prevent excesses at institutions.

(2) Maximum stockage is authorized for emergency, replacement, and sizing. Institutions may retain an amount not to exceed 20% of enrollment for uniform requirements.

(3) Additional requisitions may be submitted at later enrollment periods if stocks on hand cannot be used to fill the requirement. In these cases, the requisition is based on the actual measurements (nearest tariff size) of the students who cannot be furnished uniforms from present stocks. Requisitions will be held to the minimum.

d. For JROTC cadets, an excess of 20 percent of sized uniformed items based on JROTC enrollment may be requisitioned and stocked at all institutions for emergency replacement, sizing and distribution.

e. To accommodate emergency requirements for ROTC, the following procedures apply:

(1) When institutions determine that an emergency exists for items of clothing which normal requisitioning time frames will not accommodate, a DA Form 3078 will be prepared for processing to AMCSS. This document will be prepared in seven copies, retaining one copy for unit suspense file and forwarding six copies to the support installation.

(2) The DA Form 3078 will be forwarded to the installation analyst controlling funds for ROTC support.

(3) The analyst provides certification of fund availability and places applicable cost code data on DA Form 3078. One copy is retained by the analyst for fund control, and remaining copies are forwarded to the AMCSS.

(4) AMCSS will complete the transaction and return one copy to the individual or unit, retain two copies for AMCSS use, and forward the remaining copies (batched under ROTC) to the servicing FAO. In the event the item is not available, the document will be returned through the installation analyst to the institution.

f. The above procedures apply only to emergency requirements for the ROTC and are not intended to cover routine supply actions. ROTC institutions should verify availability of items prior to submission to the AMCSS. Items not available from AMCSS will be requested through the supporting installation supply division.

## 9-6. Measuring instructions

a. *Uniform items.* Taking measurements of students to requisition sized uniform items is governed by applicable fitting manuals.

b. *Special sizes.* Students of unusual stature require clothing in sizes other than those listed in the size schedules.

(1) Instructions for measuring these students are on DD Form 358 and DD Form 1111.

(2) These forms are attached to requisitions for special size clothing items. Requisitions are sent to the Commander, Defense Personnel Support Center, 2800 South 20th Street, PO Box 8419, (ATTN: Directorate of Manufacturing (Routing Identifier Code S9T)), Philadelphia, PA 19101-8419.

c. *Shoe measurement.* Applicable fitting manuals contain instructions for measuring shoes requisitioned from Government sources. Procedures for supply of special measurement footwear are in chapter 7. A DD Form 150 is completed for each student needing special footwear. The form is attached to special measurement shoe requisitions. The requisitions are sent to the Defense Orthopedic Footwear Clinic, 495 Summer Street, Boston, MA 02210-2102 (Routing Identifier Code SIT).

### **9-7. Supply of individual clothing through commutation of uniform allowance**

See chapter 10.

### **9-8. Purchase of individual clothing items from Army stocks**

See paragraph 9-1.

### **9-9. Nonrecoverable items**

For cadets being commissioned, nonrecoverable items are defined in the glossary.

### **9-10. Issue and sale of footwear and purchase of personal clothing items**

*a.* Accountability for combat boots, low quarter shoes, and pumps will not be maintained by the military property custodian or Army ROTC property officer after issue to Army ROTC students. Issues to students will be recorded on hand receipts.

*b.* Army ROTC students will be responsible for leather footwear issued to them. SROTC students who fail to complete the first school year of either the basic or advanced course and JROTC students who fail to complete the first year of the program will be given an opportunity to purchase leather footwear at 50 percent of the current sales price. Students not desiring to retain the shoes or boots on this basis will turn them in with all other clothing items. Accountability will be reestablished for leather footwear by preparing DA Form 4949 (Administrative Adjustment Report (AAR)) as "Cadet Return," attached roster of students. (See DA Pam 710-2-1, chap 4.) The AAR will be recorded on the document register and posted to the property book. Used boots and shoes will be posted to a separate property book page with the word "UNSERVICEABLE" printed on the first and last transaction lines to allow accounting for used and new footwear. Bulk turn-in of unserviceable items will be conducted at least annually. Turn-in will be made to the support installation. Reimbursement or turn-in will not be required for such items that have been in the possession of the student for one or more complete school years.

*c.* CTA 50-900, prescribes the ROTC authorized allowances for issue of personal clothing to each SROTC advanced course cadet. SROTC cadets may purchase the ROTC authorized allowance of personal clothing items, less shoes, which have been used for two school years, (also applicable to clothing issued as replacement due to fair wear and tear and for newly fielded clothing items issued) at 50 percent of the current sales Army Master Data File (AMDF) price; these are cadets who are to be commissioned through the early commissioning program or who have completed MS IV.

*d.* Collection and accounting procedures for footwear and uniform sales to ROTC personnel are as follows:

(1) At institutions where the Army has property accountability, payment will be made by postal or bank money order, cashiers or certified checks drawn payable to the FAO, U.S. Army, and name of the support installation. This precludes the need to handle coin and currency. The Army ROTC property officer will transmit these pay instruments to the FAO of the applicable support installation with a completed DD Form 362 (Statement of Charges/Cash Collection Voucher) made in triplicate. The collection voucher will show that the amounts remitted represent payment for the applicable quantity and type items purchased. Items will be priced and extended. A receipted copy from the FAO will be filed as a credit voucher to the property records.

(2) Institutions with property accountability will prescribe procedures for collecting from individual cadets. Such institutions will prepare and forward its check or money order for total sales to the FAO of the support installation. The institution remittance will be accompanied by a statement which clearly shows the quantity and type of items sold to cadets, with prices extended; the total price will equal the remittance check or money order.

(3) The FAO of the support installation will prepare the collection vouchers for all remittances, received from institutions. The FAO will return a receipted copy, along with the original, as the

institution statement reflecting quantities and types of items for filing as a credit voucher to the stock record account. If payment instruments are made payable to the U.S. Treasury, these should be accepted and processed immediately notwithstanding the inscription. (See AR 37-103, para 3-94.)

(4) Collections will be credited as "Appropriation Refunds" identified to the specific fiscal station of the applicable support installation.

### **9-11. Accounting for clothing**

*a.* All individual clothing items, except insignia, will be considered organizational property and accounted for on the property book.

*b.* Sized items will be accounted for on a single property book page using the NSN listed in the first line describing the item. (See SB 700-20.) List NSN's and sizes on reverse. (Quantities not required on reverse.)

*c.* Individual clothing items will be issued on hand receipts, DA Form 4886. The individual receiving the property will sign and date the form. This establishes property responsibility in the event of loss or damage to property. (See AR 735-5.)

*d.* The property book officer (PBO) is authorized to drop from the property book nonrecoverable items upon issue to enrolled ROTC students. The issue (except insignia) will be recorded on the student clothing hand receipt. Total quantities of items issued will be entered on the DA Form 4949 with an attached roster of students. (See DA Pam 710-2-1, chap 4.) The AAR will be recorded on the document register and posted to the property book.

*e.* Clothing items dropped from the property book (*d* above) will be listed on the AAR. The AAR will be recorded on the document register and posted to the property book.

*f.* In those cases where one PBO is accountable for several high schools with JROTC or extension centers or cross-enrolled schools with SROTC, separate jacket files will be kept for receipts covering clothing items issued to each. The PBO may issue clothing items in bulk to each activity on DA Form 2062 (Hand Receipt/Annex Number). Issues to students would then be done by the hand receipt holder. The hand receipt holder would maintain the student clothing hand receipts on file at the ROTC unit.

### **9-12. Storage of clothing at the end of the school year**

*a.* At the end of the school year, all clothing issued to ROTC students will be turned in to the PBO or designated hand receipt holder.

*b.* The PMS may authorize enrolled ROTC students to retain nonrecoverable items during the summer months. The PMS may also authorize students scheduled to attend SROTC Advanced Camp or Ranger Camp to retain additional items.

*c.* The PBO of JROTC units may authorize enrolled JROTC students to retain nonrecoverable items only.

*d.* Enrolled ROTC students are not required to have clothing items cleaned prior to turn-in.

*e.* The PBO will have clothing cleaned and renovated in accordance with existing instructions. Storage will be in such a manner as to simplify reissue to ROTC students the following school year.

### **9-13. Reports of survey**

Lost, damaged, or destroyed individual clothing items, other than fair wear and tear (FWT), by ROTC students will be accounted for as described below (not applicable to footwear).

*a.* If the ROTC student admits fault or neglect, allow him or her to reimburse the Government using cash collection procedures. Student payments will be processed as prescribed by the educational institution.

*b.* On a quarterly basis, the institution will forward to the supporting installation FAO a check or U.S. postal money order made payable to the FAO accompanied by a completed DD Form 362 in triplicate. The FAO of the supporting installation will review the DD Form 362 for sufficiency and deposit the funds. A receipted copy of the DD Form 362 for sufficiency and deposit the funds. A



receipted copy of the DD Form 362 will be returned to the institution's ROTC unit for posting.

c. When the ROTC student does not admit liability or drops out of the ROTC program without returning individual clothing items, an aggressive effort to recover the property will be instituted.

(1) When the loss is the result of a student leaving or departing the institution or school without properly clearing his or her hand receipt, DA Form 4697 (Department of the Army Report of Survey) will be used.

(2) Property will be considered lost upon actual discovery of the loss or when, during the school term, a ROTC student has not reported to class for an extended period of time.

(3) Documentation of recovery efforts will be attached to DA Form 4697 as exhibits. As a minimum, documentation will consist of—

(a) Hand receipts issuing the property.

(b) Copy of letter to parent or guardian.

(c) Copy of letter to the institution or school requesting withholding of grades and transcripts pending recovery of Government property.

(4) The appointing authority will determine if a recommendation to assess liability can be arrived at without appointing a survey officer. If so, the provisions of AR 735-5, paragraph 14-4 will be complied with. Whether or not a survey officer must be appointed, the report of survey will be processed to the approving authority for a decision on pecuniary liability. In no case will an approving authority relieve a cadet when there is evidence, prima facie or otherwise, of negligence.

(5) The approving authority will approve the survey after the review is completed by the appointing authority.

## Chapter 10

### Commutation of Uniforms for ROTC Activities

#### 10-1. Introduction

Payment of monetary allowances are authorized to institutions with Army SROTC activities if they elect to receive commutation funds instead of issue-in-kind uniforms. Commutation is a monetary payment the Government makes in place of supplies or services it is otherwise bound by law and regulation to provide. Commutation funds are approved only for SROTC units with a corps of cadets. Table 10-1 shows a list of approved schools. The Government requires refund of excess unexpended funds and unauthorized expended funds.

**Table 10-1**  
**Institutions qualifying for special rates of commutation**

**Type:** Military Colleges (MC)

**Names:** Virginia Military Institute    Norwich University    The Citadel  
North Georgia College

**Type:** Military Junior Colleges (MJC)

**Names:** Valley Forge Military Academy and Junior College    Georgia Military College    Kemper Military School and College    Wentworth Military School and Junior College    Marion Institute    New Mexico Military Institute

**Type:** Civilian Colleges with a Corps of Cadets (CC)

**Names:** Virginia Polytechnic Institute and State University    Texas A&M

#### 10-2. Requesting commutation funds

The authorized representative of the institution electing commutation of uniforms or reverting to issue-in-kind uniforms must request authority by 1 June of the year preceding the preferred effective school year. The request will show the total probable number of students in MS I, MS II, MS III, and MS IV. Requests will be forwarded to Commander, U.S. Army Reserve Officer's Training

Corps Cadet Command (ATTN: ATCC-R), Fort Monroe, VA 23651-5000. Institutions once authorized to receive commutation funds need not repeat the request for later years.

#### 10-3. Restrictions on drawing funds

a. Institutions are not permitted to draw commutation funds for part of a unit for some members and issue-in-kind uniforms for others. Exceptions are as follows:

(1) After the institution is authorized to change from the issue-in-kind system to commutation of funds, use of the issue-in-kind uniforms may be continued for the second-year basic or second-year advanced course students during the first academic year that commutation funds are authorized. If issue-in-kind uniforms are used, commutation funds are not authorized for these students during the same academic year.

(2) Institutions drawing commutation funds for the corps of cadets will draw issue-in-kind uniforms for—

(a) Cross-enrolled cadets.

(b) Cadets enrolled in an extension center hosted by the SROTC unit.

b. Institutions electing to draw commutation funds are not authorized issue-in-kind uniforms for students in whose behalf commutation is drawn. (See exception in CTA 50-900.)

c. Commutation funds may be used to purchase uniform items authorized by CTA 50-900 and available in Army stocks (para 9-1). Purchase does not, however, allow mixing uniform items. For example, purchasing a shirt, green, Army shade 415, from Army inventory, to wear with the uniform distinctive cadet-type. Marking up or raising the price of that paid by an institution when items are procured from military inventories is prohibited.

d. During the first academic year commutation funds are authorized, allowances for second-year advanced course students will not exceed one-half of the full commutation rate prescribed for the course.

#### 10-4. Payment of funds

Commutation funds will be paid to the military property custodian or to another official appointed by the institution to receive funds.

#### 10-5. Authorized activities

Commutation funds will be expended to support only the following activities:

a. Procurement of—

(1) Uniform items, issue-in-kind for issue to cadets on campus.

(2) Uniform items, cadet-type worn similar to issue-in-kind uniform items. This includes traditional uniform items, such as capes, when worn with the cadet-type uniform and insignia and accessories. (See AR 145-1, chap 4.)

b. Related expenses, such as—

(1) Transportation.

(2) Postage.

(3) Telephone calls.

(4) Forms.

(5) Administrative materials needed to keep effective records and receipts on uniforms.

c. Administration and maintenance of the uniform includes—

(1) Laundry.

(2) Dry cleaning.

(3) Renovation.

(4) Alteration and sizing before issue or re-issue of items.

(5) Custodial fees as follows:

(a) Custodial fees for the basic course will not exceed 15 percent of the Basic Course or 5 percent of the Advanced Course of the commutation funds received against the actual enrollment in each course for the immediate past.

(b) Entitlement is shown on line 11, Section B of the prior years Annual Report on Uniform Commutation, DD Form 2340.

(c) Custodial fees include payment to the military property custodian, if the military property custodian is custodian of uniforms purchased with commutation funds.

- d. Hazard insurance to protect uniform inventory against losses.

#### 10-6. Unauthorized activities

Commutation funds may not be expended for items and equipment, such as—

- a. Office or specialized equipment.
- b. Custodial comfort items, such as janitorial uniforms.
- c. Renovation of storage facilities for any purpose.
- d. Organizational items listed in CTA 50-900. These items will be purchased with OMA funds. Examples of organizational items are—
  - (1) Blankets.
  - (2) Canteens.
  - (3) Helmet liners.
  - (4) Packs.
  - (5) Overshoes.
  - (6) Sleeping bags.
- e. Physical education items.
- f. Individual uniform items authorized for Active Army soldiers, unless modified and authorized (AR 145-1, chap 4) as components of the cadet-type uniform. Items authorized by ROTC tables of allowances are excluded.
- g. Optional purchase individual uniform items authorized for soldiers of the Active Army, unless modified and authorized (AR 145-1, chap 4) as components of the cadet-type uniform.
- h. Insignia (other than ROTC items), combat boots, and camouflage uniforms.
- i. Gloves purchased for wear in support of activities such as escort at balls, the theater, or similar events. Funds for these events may be obtained from the sale or salvage of uniforms (para 10-7).
- j. Personal comfort items, such as bathrobes, underwear, towels, and washcloths.

#### 10-7. Disposing of uniforms

Uniforms bought with commutation funds are not US property. The need not be accounted for as prescribed in DA Pam 710-2-1, chapter 4. Institutions may dispose of excess uniforms—

- a. By sale to other ROTC host institutions and to persons authorized to wear the Army uniform.
- b. As salvage under the following conditions:
  - (1) Before a uniform is disposed of as salvage, all buttons and insignia that identify an item as part of the Army uniform are to be removed. The uniform is then mutilated to make it unserviceable as a garment.
  - (2) Funds derived from sales and payment for lost items are accounted for and used according to institutional policy. Since these funds are not Government funds (different from unexpended funds), a Government audit is not required. These funds must be kept separate from the unexpended uniform commutation funds.

#### 10-8. Uniform commutation rates

Institutions electing to receive uniform commutation are paid monetary allowances at rates provided annually by the Office of the Secretary of Defense (OSD). This allowance eliminates having cadets pay the purchase cost of the uniform. However, cadets may be required to pay any cost in excess of the amount the institution receives from the Government to purchase uniforms.

a. *Basic course members MS I and MS II.* The institution is provided annual commutation funds considered adequate to amortize the initial cost of the uniform over a reasonable period of wear and to provide periodic maintenance and custodial services. The basic course rate for a training year will apply for the 9-month school calendar year, ending with close of the academic year nearest to 30 June.

b. *Advanced course members MS III and MS IV.* The institutions given commutation funds once for each student enrolled in the advanced course. A uniform bought with commutation funds may be given to the member, if not an alien, on graduation and commissioning. However, procurement of a new uniform or any part of a

uniform for presentation to the member upon graduation and commissioning is prohibited. The advanced course rate will apply for a training period of 18 months.

#### 10-9. Commutation uniform inventory

Separate uniform inventories for the basic and advanced course cadets need not be maintained. Full use will be made of recoverable and serviceable uniform items suitable for reissue. Full use will be made of on-hand uniform assets. This, in turn, will reduce procurement requirements and increase the unexpended balance of commutation funds. Commutation uniform stocks should be maintained according to stockage levels (para 9-5c(2)).

#### 10-10. Responsibilities concerning ROTC activities

a. The Director, DLA provides the military department, during December of each year, the current price list of uniform items to be used the following fiscal year.

b. The DCSPER—

(1) Prescribes the standard uniform items for each climate zone, sex and course (Basic and Advanced) in quantities authorized to be provided.

(2) Develops the commutation rates, based on the standard military service uniform and established procedures for rate review on an annual basis.

(3) Submits to the Assistant Secretary of Defense (Force Management and Personnel) an estimate of the rates of commutation, based on the latest DLA clothing rate, for climatic zones by sex and course not later than 1 July of each year.

(4) Classifies education institutions as Military Colleges (MC) or Military Junior Colleges (MJC).

c. Army ROTC region commanders—

(1) Provide assistance to institutions requesting to change from commutation funds to the issue-in-kind system and vice versa. Final approval must be obtained from CG ROTC Cadet Command.

(2) Budget and fund for uniform commutation allowances.

(3) Conduct inspections of records maintained by custodians to verify qualifications of institutions to receive commutation funds based on special rates, if applicable and to ensure that institutions receiving commutations provide quality uniforms in sufficient quantities.

(4) Certify the availability of funds for payment of uniform commutation.

(5) Establish obligations and costs with certification of fund availability by scholarship and nonscholarship on miscellaneous obligation documents (MODs).

(6) Furnish the host installation a current listing of schools authorized uniform commutation funds instead of an issue-in-kind system. This list will indicate applicability of approval for advanced course only or advanced and basic course approval.

(7) Ensure that all reports on uniform commutation funds are submitted according to paragraph 10-17.

(8) Request internal review assistance, as required, from HQ, U.S. Army Training and Doctrine Command (ATTN: ATIR), Ft Monroe, VA 23651-5000.

d. Host installation FAOs of ROTC regions—

(1) Serve as the office of official records for financial matters.

(2) Process the MODs from commanders ROTC regions for obligation and cost.

(3) Disburse approved and certified SF 1034 against obligations established by MODs.

(4) Accept for collection, refunds of unexpended balances in excess of authorized amounts made by institutions.

(5) Provide ROTC regions with information on actual disbursements.

e. Institution officials receiving uniform commutation funds for basic and advanced course members will—

(1) Are responsible for the proper procurement, receipt, storage, maintenance, issue, and disposition of uniform items. A civilian institution official must be appointed to perform these functions.

(2) Hire off-duty military personnel as assistant uniform custodians, if desired. These persons must perform all institution work while off duty. Employment may not interfere with military duty.

(3) Maintain auditable and adequately controlled records on the receipt and expenditure of uniform commutation funds. This includes a roster of members for whom payment is requested. Show the date the roster was compiled. Send the roster to the PMS for validation. Prepare the roster no earlier than 60 days after enrollment. Do not include in the roster students ineligible to receive commutation.

*f. The PMS—*

(1) Furnishes advice to the institution on the procurement of uniforms and the interpretation of directives.

(a) The PMS or other cadre member does not manage the uniform commutation funds or any funds derived from the disposition of uniforms. This is the responsibility of the institution.

(b) The PMS or other cadre member does not take part in the contractual negotiations for procurement of uniforms, either as an Army or an institution representative.

(2) On receipt of the roster of members from the institution, certifies the validity of the data, and submits a voucher for payment (para 10-13). Retain the roster and a copy of the voucher are retained for audit purposes.

### **10-11. Providing uniforms**

*a. Basic course.* Uniform items are issued to basic course members from current stocks as soon as practical. Issue, however, must be no later than 60 days after enrollment in MS I and MS II.

*b. Advanced course.* Uniform items are procured and issued to the advanced course member within 60 days after enrollment. Under no circumstances will a member of the advance course be issued used uniform items for a period of time longer than it takes to provide a complete new uniform.

### **10-12. Eligibility for uniform commutation funds**

Commutation is payable to institutions for members enrolled in the basic and advanced courses for at least 60 consecutive days under the following conditions:

*a. Basic course.* The current rate of commutation funds is payable for each member 60 days after entry into MS I and MS II. A member compressing MS I and MS II will be authorized payment of commutation funds only once during the school year.

*b. Advanced course.* The rate of commutation funds in effect during the school year that the claim is made is payable only once for each member. This is 60 days after enrollment in the advanced course and normally occurs at the MS III level. The rate is biennial. No further payments are authorized. If entry into the advanced course is at the MS IV level, commutation funds are payable at the rate in effect when the claim is submitted.

*c. Commutation funds.* Commutation funds are not payable for participating or conditional students, however, commutation may be drawn for conditional students who have become eligible and have participated for 60 days.

### **10-13. How to obtain uniform commutation funds**

*a.* The PMS prepares and approves SF 1034 to request commutation funds for basic and advanced course members. The institution official is not required to certify the SF 1034. *b.* The voucher (SF 1034) must be submitted, original and three copies, to the appropriate U.S. Army ROTC region. Carbons should not be removed.

*c.* Both scholarship and nonscholarship claims are submitted on the same voucher. Claims are categorized by MS I, MS II, MS III, and MS IV and by scholarship and nonscholarship. Male and female identification is required. Any amounts claimed for MS IV members are justified on the voucher by the statement: "MS IV members claimed on this voucher have not received previous commutation allowances as advanced course cadets."

*d.* Initial vouchers for other than final payments are marked "partial." The "complete" and "progress" blocks are not used. When the institution submits a voucher for payment and determines that there are no further claims to be made that school year, the "final" block is

marked. If this is not decided until after the last voucher is submitted, a negative reply is submitted to the ROTC region not later than 1 April each year.

*e.* A designated representative of the commander, ROTC region, enters the accounting classifications in the correct space on the voucher. Accounting classifications are based on the amounts indicated as applicable to scholarship and nonscholarship cadets. A certifying officer appointed by the commander, ROTC region, certifies the SF 1034 and sends it to the servicing FAO for payment.

*f.* Rosters of members for whom payment is requested (para 10-10c) must not be prepared earlier than 60 days after enrollment. Payment of full commutation funds is authorized for members enrolled for 60 days or more.

*g.* All commutation of uniform funds not expended as of the end of the school year become the "unexpended balance." The unexpended balance is defined as funds remaining after all commitments or obligations relating to the immediate past academic year and the amount of retained uniform commutation funds have been deducted. The unexpended balance shall be computed as of 1 July each year. Commitments or obligations relating to new year procurement, maintenance, or other allowable activities may not be charged against the unexpended balance. As an exception, the unexpended balance may be used for paying bills for the past academic year submitted after the cut off date of the report. The unexpended balance may not exceed \$3,500 or 20 percent of the gross entitlement during the year, whichever is greater. Funds in excess of this ceiling, as of the end of the school year, are refunded to the Government (para 10-17). The unexpended balance may be used for approved activities (para 10-5) for students enrolled in the program for which uniform commutation funds are authorized.

### **10-14. Expenditure of uniform commutation funds**

*a. Fund administration.* Commutation funds for the basic and advanced course are interchangeable to provide flexibility in fund administration. For example, if uniforms purchased for advanced course members exceed the current rate, the excess cost may be financed with funds generated from the basic course entitlement.

*b. Approved expenditure.* The institution may expend funds to support only approved activities (para 10-5). Funds may not be used to purchase officer insignia, sleeve braids, or other officer uniform requirements.

*c. Audits and inspections.* All records on the receipt and expenditures of uniform commutation funds are periodically audited and inspected. Institution officials should be responsive to any recommendations made.

*d. Discrepancies.* Institutions receiving commutation will be inspected during the first 60 days of the start of a new school year. When discrepancies are noted at institutions, their classification shall be subject to review for resolution or withdrawal by the Secretaries of the Army. In the instance of withdrawal of classification, appropriate review and final notification to the institution shall be within 30 days of the date the discrepancy was noted.

### **10-15. Inactivation or change in system**

If a unit is inactivated or changes from uniform commutation funds to an issue-in-kind system, all unexpended uniform commutation funds, as of the date of inactivation, will be returned by check. The check should be made payable to the FAO, U.S. Army, name of the host installation of the ROTC region headquarters. The amount should be the same as that reflected on line 15, Section B, DD Form 2340. This report will be marked "terminal." A copy of this report will be attached to the check and the original forwarded to the ROTC region headquarters (ATTN: Resource Management Division).

### **10-16. Uniform allowances for transferred or discontinued members**

*a. Transfer of basic course members.* Basic course members are not permitted to carry uniforms between institutions. In addition the gaining institution may not claim commutation funds for a basic

course member if commutation has been paid to the losing institution.

*b. Transfer of advanced course members.* An advanced course member who transfers between institutions normally is allowed to keep a complete uniform and no further commutation payment is authorized. The PMS of the losing institution ensures that the records of the transferring member contain a list of uniform items taken. If the member does not retain a uniform then the gaining institution may submit a claim for commutation funds.

*c. Discontinued members.* An additional uniform commutation allowance is authorized for members who are readmitted to the advanced course if 12 months or more have elapsed since the member was discontinued from the advanced course. Waiver of this provision may be requested from the ROTC region.

#### **10-17. Annual report on uniform commutation fund (DD Form 2340)**

*a.* An annual report on uniform commutation funds will be made as of 30 June each year.

*b.* The report will be prepared on DD Form 2340 (Annual Report on Uniform Commutation Fund). The original copy of the report will be forwarded to arrive at the ROTC region not later than 31 July. Unexpended funds in excess of approved limits are refunded by check, made payable to the US Treasurer. The check is sent to the servicing FAO with a copy of DD Form 2340. The collection is credited to the appropriate accounting classification.

*c.* Interest earned on commutation funds while held by the institution is considered institution funds and not reportable.

### **Chapter 11 Transfer of Enlisted Soldiers on Active Duty**

#### **11-1. Losing command**

*a.* Upon receipt of an enlisted soldier's assignment orders (corporal/specialist and below) the unit commander directs a clothing inspection/inventory for each enlisted soldier; however, commanders may permit sergeants through sergeants major to furnish a statement they have all their clothing and items are serviceable. For enlisted soldiers with 6 months or more of active service, a copy of DA Form 3078 will be retained until all initial issues have been completed and soldier has reached the initial permanent duty station. Items of clothing in the enlisted soldier's possession are inventoried against his or her personal clothing allowances. Each item is inspected for serviceability, fit, and appearance. Enlisted soldiers being reassigned for separation must sign a receipt or a turn-in (para 12-9). Shortages are made up by cash purchases.

*b.* Initial and supplemental allowance items that are unserviceable or are not in the possession of the enlisted soldier are repaired or replaced at the enlisted soldier's expense. Supplemental allowance items need not be maintained after duty is completed. (See exception in para 4-6b.)

*c.* Enlisted soldiers normally transfer with complete initial allowance items. When a clothing item is not available to complete initial allowances, the enlisted soldier is transferred without complete allowances.

*d.* A copy of DA Form 3078 is retained with the soldier's MPRJ until all initial issues have been completed and the soldier reaches his/her permanent duty station.

*e.* Enlisted soldiers transfer with complete clothing bag allowances. Excluded are enlisted soldiers leaving an overseas area to CONUS for immediate separation. Clothing shortages and replacements are obtained at the enlisted soldier's expense.

*f.* For information on the transfer of OCIE items, see paragraph 6-8b(1) and (2).

#### **11-2. Gaining command**

*a.* On arrival of enlisted soldiers reassigned to an activity for permanent duty, the unit commander directs a clothing inspection/

inventory for each corporal/specialist and below. However, commanders may permit sergeants through sergeants major to furnish a statement that they have all their clothing and that items are serviceable.

*b.* Shortages of previously issued items, disclosed by inspections/inventories, are replaced at the enlisted soldier's expense. Unserviceable items are repaired or replaced at the enlisted soldier's expense.

*c.* Shortages in initial allowances must be obtained within 15 days after assignment.

#### **11-3. Clearance from clothing repair, AMCSS and alteration facilities**

*a.* When an enlisted soldier is transferred to another station, the unit commander has the enlisted soldier obtain clearance from the AMCSS installation clothing repair and alteration facilities before leaving the station. (This does not apply on transfer to a hospital as a patient.) The facility completes a DA Form 137 (Installation Clearance Record), in duplicate for each enlisted soldier. Instructions are printed on the form.

*b.* Unit commanders advise enlisted soldiers alerted for movement or placed on orders that they are responsible for clothing and footwear left in commercial establishments. This includes concessions in post exchanges.

*c.* When an enlisted soldier is transferred to a hospital as a patient, the unit commander is responsible for getting the clearance. If articles of personal clothing or footwear left for repairs or alterations in either Government or civilian facilities are not ready at the time the enlisted soldier transfers, arrangements will be made to ship the items to the enlisted soldier at the new station. These shipments are made at Government expense.

### **Chapter 12 Retention and Disposition of Clothing**

#### **12-1. Introduction**

*a.* Enlisted soldiers will retain all nonrecoverable items when discharged or separated from active or reserve duty service. ARNG soldiers will retain personal clothing per table 12-1. Enlisted soldiers being transferred to USAR Control Group will retain personal clothing per table 12-2.

*b.* Personal clothing allowances will not be brought up-to-date when a person is discharged or separated from service. This includes enlisted soldiers leaving an overseas area for CONUS for immediate separation.

*c.* When personnel do not have items that are normally turned-in, processing will be as follows:

(1) Enlisted soldiers will reimburse the Government for missing recoverable type clothing (AR 735- 5.)

(2) Enlisted soldiers are not required to pay for items never received or can provide proof that items were previously turned-in.

*d.* Items are turned-in at last duty station. At time of turn-in, a DA Form 3078 is prepared, in triplicate, and properly annotated. The receiving facility retains the original copy. The individual retains a copy. One copy is placed in the enlisted soldier's MPRJ.

*e.* Personnel transferring to ARNG or USAR will, in every instance, report to their unit with all personal clothing items. DA Form 4886 will be used to establish accountability.

*f.* Personnel transferring to USAR Control Groups will retain personal clothing per table 12-2.

#### **12-2. Personnel with more than 3 years active duty**

*a.* Active Army personnel with more than 3 years active duty who are discharged under honorable conditions may retain all clothing items in their possession. Voluntary turn-in of all recoverable items is authorized (para 12-10).

*b.* Personnel who are released from active duty (REFRAD) and transferred to ARNG or USAR units will in every instance, retain all personal clothing in their possession. Voluntary turn-in of these

items is not authorized. DA Form 4886 will be used to establish accountability (see para 12-9c and fig 12-3).

c. Personnel who are REFRAD and transferred to USAR Control Groups will retain personal clothing per table 12-2.

### **12-3. Personnel with 3 years or less active duty**

a. Active Army personnel who are discharged under honorable conditions with 3 years or less active duty are permitted to retain all clothing items.

b. Active Army personnel who are REFRAD and transferred to ARNG or USAR units will in every instance, retain all clothing items in their possession. DA Form 4886 will be used to establish accountability (see para 12-9c and fig 12-3)

c. Active Army personnel who are REFRAD and transferred to USAR Control Groups will retain personal clothing per table 12-2.

### **12-4. Personnel with 6 months or less active duty service**

a. Personnel with 6 months or less active duty service, who received an honorable, general, or other than honorable discharge, may retain one service uniform, and component items. Soldiers who are processed under deferred issue procedures and who are separated or discharged before they receive a complete issue will not receive further issue, to include the Army Green uniform. Processing persons discharged or separated from service for medical reasons is discussed paragraph 12-6.

b. Personnel with less than 6 months of duty who are REFRAD and transferred to USAR Control Groups will retain personal clothing per table 12-2.

### **12-5. Soldiers of the Reserve Components on initial active duty for training**

a. When training is completed, the Reserve Component soldier will return to home station with all personal clothing issued at the Army training center. Those items that are in need of repair/exchange will be repaired/exchanged by training installation. Accountability will be established by DA Form 4886 which will be completed by the training unit commander prior to the soldier's departure from training (original to be filed in the MPRJ). Personal clothing issued in excess of the Reserve Component allowances are kept by the soldier on return to home station. When this occurs, replacement under the issue-in-kind system is not made until USAR allowances specified in CTA 50-900, tables 1 and 2 are reached.

b. All OCIE are turned-in unless the local installation commander directs otherwise.

c. When an ARNG trainee fails to complete training and is released back to home station, clothing will be withdrawn. The following procedures apply:

(1) The training unit commander or designee, inventories the trainee's personal clothing. He then completes DA Form 3078 by entering the unit, home station designation, and quantities of items inventoried.

(2) One copy of DA Form 3078 will be placed in MPRJ for return to the trainee's ARNG unit and one copy is mailed to the trainee's state USPFO.

(3) Training unit will turn-in recovered personal clothing, using appropriate forms and copies of the member's orders, to the installation clothing recovery facility.

(4) Upon receipt by the installation clothing recovery facility, the clothing and forms used will be inventoried. The installation will ensure that credit is provided to the National Guard Bureau based on the ratio of turn-ins that were ARNG compared with the total of Active Army, USAR, and ARNG. Credit provided will be 50 percent of the AMDF price for condition code B items recovered.

(5) The installation clothing recovery facility will retain one copy and the second copy of DA Form 3078 will be sent to the supporting FAO for forwarding to the service soldier's home station (USPFO).

d. Clothing of ARNG trainees dropped from the rolls or discharged at training installations will be withdrawn. The procedures indicated in 12-5c(1) through 12-5c(5) apply.

e. When a USAR trainee fails to complete training, he or she turns-in all clothing and equipment. Nonrecoverable items are excluded. The following procedures apply:

(1) Procedures discussed in c(1) above apply to the training unit commander.

(2) The installation supply officer will—

(a) Classify items.

(b) Determine serviceability.

(c) Credit RPA funds.

(d) Transfer used serviceable items to the AMCSS if required for sale of issue.

(e) Turn-in unserviceable items to the DRMO.

### **12-6. Personnel being discharged or separated for medical reasons**

a. Personnel who are honorably discharged or separated for medical reasons and who have completed 6 months or more of active duty may retain personal clothing items.

b. Personnel discharged or separated before they complete 6 months of active duty may retain one uniform, component items, and non-recoverable items that were issued prior to the individual being identified for separation/discharge. The coat, all weather, may be retained because of seasonal weather conditions.

c. Civilian outer clothing will be issued, if necessary. The cost to the Government will not exceed \$40 for each individual.

d. Personnel REFRAD and transferred to USAR Control Groups will retain personal clothing items that were issued prior to being identified for discharge per table 12-2.

### **12-7. Personnel accepting a commission or warrant officer appointment**

Personnel discharged to accept a commission or appointment as a warrant officer may retain all authorized items of personal clothing in their possession at the time of appointment. This includes ARNG and USAR personnel.

### **12-8. Personnel discharged with a bad conduct or dishonorable discharge or under other than honorable conditions**

a. Soldiers who receive a dishonorable discharge, bad conduct discharge or a discharge under other than honorable conditions may retain only nonrecoverable items that were issued prior to individual being identified for separation/discharge. Civilian outer clothing is authorized in b below.

b. Civilian outer clothing will be issued, if necessary, to all persons discharged for reasons as shown in paragraph a above. The cost to the Government will not exceed \$40 for each individual.

(1) Items of outer clothing for both male and female personnel should be of suitable civilian attire. Males are issued a shirt and trousers. Females are issued a skirt or slacks and blouse. A jacket is authorized when required for comfort during travel. When weather conditions warrant the wear of a coat, all weather, it may be procured from the AMCSS (condition code B clothing when available). The cost is 50 percent of acquisition cost.

(2) Requests from USDB for civilian clothing are sent through the General Services Administration (GSA), using the Federal Supply Schedules (FSS). If sizes are not available through FSS, local procurement is authorized.

(3) All other installations procure civilian clothing locally.

(4) Requests for funds for local procurement of civilian clothing will be sent through normal supply and command funding channels. Purchase of this clothing will be charged to OMA funds.

c. Prisoners in pretrial confinement and those sentenced to confinement only are transferred to the confinement facility with clothing allowances listed in table 5-1, column 3. The installation commander may establish local policy to limit the number of items authorized. The following procedures apply:

(1) Before departure to the confinement facility, the unit commander, or a designated representative, conducts a physical inventory and inspection of military clothing items in a prisoner's

possession or control. Items are recorded on DA Form 3078. (Safekeeping, inventorying, and use of DA Form 3078 are covered in para 12-12.) The inventorying officer signs all copies of the form. Disposition of the forms is as follows:

- (a) The original copy is placed in the prisoner's MPRJ.
- (b) The unit commander retains one copy.
- (c) One copy is given to the prisoner for retention.
- (d) When the prisoner is released and returned to duty, the original copy is sent with the individual's records to the unit of assignment. Shortages in initial issue clothing will be replaced at the expense of the soldier upon returning to duty.
- (2) Prisoners collecting the basic or standard monetary allowance will maintain prescribed clothing items at their own expense.
- (3) The unit commander retains and secures for safekeeping, military clothing items not required at the confinement facility.
- (4) If a person is confined in a civilian confinement facility, the unit commander retains and secures items not to exceed 1 year. After the 1 year period, items are turned-in through supply channels. Turn-in documents are placed in the prisoner's MPRJ.
- d. Prisoners transferred to the U.S. Army Retraining Brigade will take a complete initial issue of clothing with them.
- e. Prisoners transferred to a U.S. Army Correctional Holding Detachment are allowed outer clothing necessary for health and comfort during transport. The unit commander of prisoners whose sentences include a punitive discharge turns-in all other military items of outer clothing. Nonrecoverable items are excluded.

### 12-9. Personal clothing receipt statement

a. All persons being discharged or separated from Active Army service should read and sign a copy of the statement as shown in figure 12-1.

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Installation (Name) Date (Day, Month, Year)

The personal clothing listed on DA Form 3078 is currently in my possession.

Signed (Signature of person discharged or released)

**Figure 12-1. Statement of personal clothing receipt**

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b. If the soldier reenlists within 3 months, the list of items turned-in will be used to provide an issue-in-kind of like items.

- (1) This list may be prepared on DA Form 3078.
- (2) An officer or warrant officer having knowledge of the items that were turned-in will place the statement shown in figure 12-2 on DA Form 3078.
- (3) The unit retains one copy of DA Form 3078. This form will be filed according to AR 25-400-2 or DA Pam 25-400-2. One copy is placed in the soldier's MPRJ, and one copy is given to the soldier.

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This list comprises the personal clothing items and quantities that were turned-in at (installation) by (name)(grade)

**Figure 12-2. Statement of personal clothing items turned-in to installation**

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c. Personnel who are REFRAD and transferred to the ARNG/USAR (to include the USAR control group) will sign copy of the statement as shown in figure 12-5. This statement will be entered on the appropriate side of DA Form 4886. To ensure proper personal clothing accountability is established, commanders of the last unit of assignment/attachment will ensure that DA Form 4886 (with signed statement on the appropriate side) is prepared and placed in the soldier's MPRJ.

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I (name) understand that I am required to maintain all personal clothing items in my possession (as indicated on the attached DA Form 4886) in a serviceable condition until the expiration of my reserve obligation on (date). I further understand that if I am mobilized as a soldier of the reserves I am required to bring all items

listed on the attached form with me to my designated mobilization site. Failure to do this will result in my being required to reimburse the Government for all missing items. (signed)

**Figure 12-3. Clothing statement for enlisted soldiers with a remaining reserve obligation**

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d. Personnel who are separated from ARNG or USAR units and transferred to USAR Control Groups for completion of their reserve obligation (AR 140-10 or NGR 600-200) will be required to sign the statement shown in figure 12-5. The original copy of the signed statement will be placed in the soldier's MPRJ. In the event the soldier is unavailable for signature, the unit commander will certify the quantities previously issued to the soldier and in his or her possession. The commander's certificate will be attached to the soldier's clothing records and placed in the MPRJ prior to transfer.

e. Personnel who are being discharged from the Active Army and elect to immediately enlist in the ARNG or USAR (to include USAR Control Groups) will be required to sign a copy of the statement as shown in figure 12-5. The commander of the soldier's last unit of assignment (or the separation point commander for soldiers returned from OCONUS for separation) will complete DA Form 4886 to establish accountability of uniforms in the soldier's possession. The original copy of DA Form 4886 and the original copy of the signed statement will be placed in the soldier's MPRJ.

### 12-10. Nonretention of clothing

a. Soldiers discharged from active duty without Reserve obligation may elect not to retain uniform items. This means forfeiture of future clothing entitlement after discharge or separation from service.

b. The installation commander will authorize an approved local request for nonretention of military clothing. The individual signs the request and a commissioned or warrant officer confirms it. The signed request is filed in the MPRJ.

### 12-11. Clothing items not authorized for retention

a. All basic issue clothing items (except organizational property such as patches and crests) will remain with the enlisted soldier when he is transferred. The unit will ensure that an accurate inventory is done prior to transfer as a part of the soldier's out processing. The clothing record will be included in the soldier's MPRJ (see para 14-7).

b. Clothing items not authorized for retention are withdrawn, classified, and turned-in to the supply system (see para 1-7a). If they are not required in the supply system, they are turned-in to the Defense Reutilization and Marketing Office (DRMO). All ARNG items not authorized for retention are turned-in to the USPFO.

### 12-12. Clothing of absentees

a. Inventory. The abandoned property of a soldier absent from the unit without authority will be inventoried without delay (see (1) and (2) below). These procedures apply only if the enlisted soldier resides in troop billets.

(1) The unit commander will designate a commissioned officer, warrant officer, or noncommissioned officer (sergeant through sergeant major) to conduct the inventory. The unit commander will assure the inventory officer that the clothing abandoned actually belongs to the absent enlisted soldier. A witness is also required.

(2) The inventory officer will—

(a) Make sure the clothing is not exchanged for clothing of any other unit enlisted soldier.

(b) Prepare a DA Form 3078, in original and three copies. Record on this form the items and quantities of personal military clothing issued. Excesses of personal military clothing above authorized levels will not be recorded on DA Form 3078. These items will be included on the personal effects inventory. (See DA Pam 600-8 for instructions on how privately owned military personal property is inventoried.) The person conducting the inventory will enter the

words "Inventoried by" and sign in the REMARKS block of the DA Form 3078.

(c) The witness, and the unit commander or designated representative will verify and initial this form.

(d) Place the original copy of the inventory in the enlisted soldier's duffel bag or other suitable container. Retain the other three copies in the unit suspense file pending further action.

b. *Safekeeping.* Inventoried clothing of an absent enlisted soldier (a above) is secured in the unit's facilities or in a secured storage area designated by the installation commander.

c. *Return of absent enlisted soldier.* Clothing is returned to the absentee, should he or she return to the unit or organization before being dropped from the rolls. The enlisted soldier will acknowledge receipt of the clothing by signing all copies of DA Form 3078. The enlisted soldier will be given copy three of the inventory. The unit commander determines whether the enlisted soldier has the initial allowances of personal clothing. Shortages are replaced at the enlisted soldier's expense.

### 12-13. Clothing of enlisted soldiers dropped from the rolls

Clothing of enlisted soldiers who are absent without leave (AWOL) are inventoried, safeguarded, and retained in the unit facilities or other suitable storage area (para 12-12). When the enlisted soldier is returned to military custody or dropped from the rolls as a deserter, clothing is disposed of as follows:

a. If the absentee is returned to an installation other than his or her home station before being dropped from the rolls, the home station commander—

(1) Ships the abandoned clothes to the enlisted soldier's new station if the enlisted soldier will not be returned to the home station unit.

(2) Determines the expense to the Government for shipping the clothes.

(3) Forwards the information to the new station for collection of shipping expenses from the enlisted soldier's pay.

b. When an enlisted soldier is dropped from the rolls as deserter, clothing is removed from the unit facilities or other secure areas. Recoverable items are turned-in to the ISD.

(1) The following information will be entered on the turn-in document:

(a) Identity of the enlisted soldier and his or her assigned unit.

(b) Statements that the enlisted soldier was dropped from the rolls on a certain date.

(c) Statement that all abandoned recoverable items listed on the inventory form are included on the turn-in.

c. The unit commander or representative, above the grade of E4, will inventory clothing of ARNG and USAR soldiers dropped from the rolls.

(1) Appropriate forms will be prepared and accompany the clothing upon turn-in. The turn-in documents will—

(a) Identity of the enlisted soldier and his or her assigned unit.

(b) Contain a statement that the enlisted soldier was dropped from the rolls on a certain date.

(c) Contain a statement that all abandoned recoverable items listed on the inventory form are included in the turn-in.

(2) The appropriate accountable officer ((USPFO) for ARNG) retains the original of the turn-in document. One copy is sent to the soldier's unit for filing. In the USAR, a copy is sent to the State adjutant general (AG) for inclusion in the soldier's permanent MPRJ. All abandoned property in the ARNG is turned in to the USPFO per paragraph 15-7.

(3) Records are disposed of according to DA Pam 600-8.

d. Clothing for enlisted soldiers returned to military control after abandoned clothing has been disposed of is replaced at the enlisted soldier's expense. This includes soldiers of the ARNG and USAR.

e. Adjustment action (AR 735-5) will be taken for clothing not returned or recovered from ARNG soldiers who are discharged or dropped from the rolls.

### 12-14. Clothing of hospitalized personnel

a. *Hospitalized at duty installation.* When an enlisted soldier is hospitalized at a medical treatment facility at his or her duty installation, the following actions are taken:

(1) The facility commander, by the fastest means and within 24 hours after admission of the enlisted soldier, will advise the unit commander.

(2) The unit commander, without delay, will have clothing and personal effects of the hospitalized person immediately secured and safeguarded in unit facilities or other secure areas.

(3) If the enlisted soldier does not return within 120 hours, the clothing and personal effects will be inventoried (para 12-12).

b. *Transferred to an off post hospital.* When an enlisted soldier is to be transferred to a hospital away from his or her duty installation, the following procedures apply:

(1) The personal clothing will accompany the patient to the hospital, when possible. This applies to any Army, Navy, or Air Force hospital or local hospital servicing a military installation.

(2) The local medical facility commander will, by the fastest means, advise the unit commander of the transfer.

(3) If the enlisted soldier has not returned to the unit within 72 hours, the unit commander will ensure that the enlisted soldier's clothing is taken to the medical facility.

(4) The enlisted soldier signs the unit's retained copy of DA Form 3078 to acknowledge receipt of the clothing. If the enlisted soldier's physical condition prevents him or her from doing this, the medical facility commander designates an officer to acknowledge receipt of the clothing on behalf of the enlisted soldier. This officer then makes certain that the clothing accompanies the enlisted soldier to the new hospital.

c. *Transferred to medical holding detachment.*

(1) On learning that an enlisted soldier has been assigned to a medical holding detachment, the unit commander prepares a statement on letter size paper (see fig 12-3).

(2) The unit commander signs the statement. He will include on the statement his/her grade, unit, and organization. The statement is attached to a true copy of DA Form 3078 and retained in the unit's records.

(3) A copy of DA Form 3078 is forwarded to the medical holding detachment.

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The items and quantities of personal clothing belonging to (Name) (SSN) (Organization) and appearing on the attached DA Form 3078 were given to (Soldier's name) before transfer to (Name of medical detachment).

**Figure 12-4. Statement of personal clothing belonging to person transferred to a medical detachment**

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d. *Shipment of clothing.*

(1) At times, emergencies make it physically impossible for the soldier to take clothing with him or her on transfer to an off post hospital. When this happens, the unit commander, within 24 hours after being informed of the transfer, will—

(a) Have clothing shipped to the soldier at Government expense.

(b) Place the original copy of DA Form 3078 in a secure container (a above).

(c) Prepare a statement on letter size paper. A suggested format is shown in fig 12-4.

(d) Sign the statement. He/she will include on the statement his or her grade, unit, and organization.

(e) Forward the statement and a copy of DA Form 3078 to the commanding officer of the medical holding company or detachment.

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The items and quantities of personal clothing belonging to (Name) (SSN) (Organization) and appearing on the attached DA Form 3078 have been shipped on Government bill of lading (GBL Number)

Date (Day, Month, Year) by express, motor freight, or less than carload (LCL) freight. (Cross out words not applicable.)

**Figure 12-5. Statement of shipment of clothing**

(2) If shipment is not received within a reasonable time, the commander of the medical holding company or detachment sends a tracer for the missing clothing. The tracer is sent to the enlisted soldier's parent organization through the proper MACOM. If the clothing has been lost through no fault of the enlisted soldier, the unit commander will furnish the hospital a true copy of DA Form 3078. Items of personal clothing shown on the form are replaced gratuitously.

#### **12-15. Clothing of enlisted personnel on ordinary or emergency leave, temporary duty, or pass**

*a. Safekeeping.* Each enlisted soldier is responsible for safekeeping all clothing and equipment not accompanying him or her during authorized absences.

*b. Storage.* The unit commander will provide necessary storage facilities for a enlisted soldier's use during authorized absences.

*c. Transfer while on emergency leave or temporary duty.* An enlisted soldier may be transferred to another unit while on emergency leave or temporary duty. After receiving this information, the unit commander will, without delay, cause all applicable inventories of military and personal effects in accordance with DA Pam 600-8 and DA Pam 710-2-1 and have the military clothing and personal effects shipped to the enlisted soldier at Government expense. (Exclude OCIE not authorized for retention).

*d. ARNG and USAR soldiers.* Soldiers of the ARNG and USAR are required to secure their individual clothing when Armory or Center facilities are not made available by the unit commander.

#### **12-16. Abandoned and unclaimed clothing in laundries and drycleaning plants**

*a. U.S. Army laundries and drycleaning plants.* Some uniform clothing items are abandoned or left unclaimed in Army laundries and drycleaning plants. Items are dropped from laundry accountable records after 90 days.

*b. Commercial establishments.* Army funds will not be expended to recover unclaimed and abandoned monetary allowance clothing from commercial facilities. If items are voluntarily returned to an

Army installation without reimbursement, the clothing becomes the property of the Government and is processed through normal channels.

*c. Gratuitous issue.* Gratuitous issue of clothing (para 5-4) is not authorized to enlisted soldiers abandoning clothing and footwear.

*d. Deceased personnel.* See AR 600-8-1.

#### **12-17. Unclaimed repaired or altered clothing left in Government or commercial facilities**

*a.* Articles of personal clothing left by an officer or enlisted soldier in Government clothing repair shops for alteration or repair are considered abandoned after 120 days. Abandoned clothing is turned-in through normal supply channels.

*b.* Articles of personal clothing left by officer or enlisted soldiers in commercial concessions for alteration or repair will be disposed of according to paragraph 12-16b.

#### **12-18. Deceased personnel**

*a.* Authority for obtaining class A service uniform and component items for burial of eligible deceased military enlisted soldiers is found in AR 600-8-1.

*b.* Procedures for withdrawal of clothing and equipment of deceased enlisted soldier is found in AR 600-8-1.

*c.* The Mortuary Office or Mortuary Affairs Coordinator will—

(1) Take a service uniform from the enlisted soldier's personal effects if it is in a serviceable condition. If a service uniform cannot be found, one will be issued by the Military Clothing Sales Store or purchased locally at Government expense.

(2) Prepare a DA Form 3078 according to paragraph 5-2, AR 700-84, showing the items of military clothing required. The appropriate base operation accounting classification will be placed in the remarks block quoting disposition of remains funds as chargeable for reimbursement. The Mortuary Officer or Mortuary Affairs Coordinator may approve DA Forms 3078 pertaining to burial of deceased active duty soldiers. This document will be hand carried to the AMCSS manager who will process the issue.

(3) Request insignia, awards and decorations on DA Form 2765-1 (Request for Issue or Turn-In) through normal supply channels.

**Table 12-1**  
**Personal clothing retention authorizations in the ARNG**

Items	1 Discharged to enlist in USAR, Active Army or another State	2 Satisfactory completion of obligation	3 Retirement	4 Transfer to inactive ARNG	5 Discharged to accept commission or warrant	6 Other discharge	7 Transfer to another unit within State
CTA 50-900 Personal Clothing Items (DA Form 4886)	All	Note 5	Note 2	Note 3	Note 4	None	All
Nonrecoverable Items (See Glossary)	Note 1 All	All		All	All	All	All

**Notes:**

<sup>1</sup> 1. "All" refers to all personal clothing authorized by CTA 50-900 for ARNG personnel.

<sup>2</sup> 2. One Army Green service uniform.

<sup>3</sup> 3. As determined by the State AG, and not to exceed ARNG authorized quantity in CTA 50-900.

<sup>4</sup> 4. Quantities authorized for retention are those authorized and on hand at the time of change in status.

<sup>5</sup> 5. Satisfactory obligation must be an ETS of three years or more.



**Table 12-2**  
**Retention of personal clothing items for soldiers transferred to USAR Control Groups**

Transferred from	Type of Transfer	MOS Qualified	6 months or less service	Clothing Retained more than 6 months less than 3 years	More than 4 years	DA Form 4886 required	Responsibility for completion of DA Form 4886	Other Requirements
Active Army	Normal REFRAD at ETS AR 635-200, Chap 4	Yes	All <sup>1</sup>	All	All <sup>5</sup>	Yes	Cdr of last unit of assignment or attachment?	Member will sign the statement as shown in figure 12-5
1	Completion of LADT (IRR Direct enlistment) AR 602-210, Chap 9	No	N/A	N/A	N/A	N/A	N/A	N/A
ARNG-USAR Unit	Completion of required service AR 135-91, Chap 5	Yes	All <sup>2</sup>	All <sup>2</sup>	All <sup>2</sup>	Yes	Same as number 1	Same as number 1
2	Unsatisfactory unit participation AR 135-91, Chap 4	No	N/A	N/A	N/A	No	N/A	None
Active Army ARNG-USAR Unit	Did not meet medical procurement standards/Sole Surviving Son or Daughter/Parenthood AR 635-200, Chap 5 AR 135-178, Chap 4							
	Independency/Hardship/Sole Parent AR 635-200, Chap 6 AR 135-178, Chap 4	Yes	All <sup>2,3</sup>	All <sup>2,3</sup>	All <sup>2,3</sup>	Yes	Same as number 1	Same as number 1
3	Pregnancy AR 635-200, Chap 8 AR 135-178, Chap 4							
	Entry Level Performance AR 635-200, Chap 11 AR 135-178, Chap 5	No	None <sup>4</sup>	None <sup>4</sup>	N/A	No	N/A	None
	Unsatisfactory Performance AR 635-200, Chap 13 AR 135-178, Chap 6							

Notes:

<sup>1</sup> IRR Direct Enlistees will have their clothing adjusted to full allowances prior to transfer to IRR.

<sup>2</sup> ARNG soldiers will retain clothing as determined by the appropriate State AG.

<sup>3</sup> Retention of uniforms includes only those items already issued to soldier prior to identification for reissue. No further adjustments authorized.

<sup>4</sup> Nonrecoverable items (underwear, footwear, etc.) may be retained by the soldier.

<sup>5</sup> This includes those soldiers who immediately reenlist in the IRR or discharge from the Active Army.

## Chapter 13 Alterations

### 13-1. Alterations at Government expense

Alterations to personal clothing at Government expense are limited to authorized outer items. Alterations will be made—

- At the time of issue or sale (all cash and individual charge sales to enlisted soldiers).
- On receipt of uniform items obtained through mail order purchases.
- During the first 6 months of service under the clothing allowance system when outer clothing becomes too small or too large because of major changes in height or weight.
- When on the issue-in-kind system.
- At any time damage is not the fault of the enlisted soldier (para 5-12).

### 13-2. Alterations at enlisted soldier's expense

Under circumstances other than those in paragraph 13-1, alterations are made at the enlisted soldier's own expense. Alterations may be made in commercial facilities or in Government-operated clothing

repair facilities. If Government facilities are used, the following conditions apply:

- The clothing repair facility is physically located at the Army installation.
- The workload in the repair facility permits use of the facilities for this purpose.
- No additional personnel are necessary to do the work.

### 13-3. Facilities available to officers and warrant officers

Army commissioned officers and warrant officers may use the clothing repair facility for the alteration of individual clothing at the discretion of the post commander. The type and quality of work is the same for both enlisted soldiers and officers. Alteration service is extended to enlisted soldiers before officer personnel when the workload in the repair facility does not permit use of facilities at the same time. Alteration services rendered for officer personnel are at the expense of the officer.

### 13-4. Authorized alterations

Authorized alterations to clothing are shown in tables 13-1 and 13-2.

**Table 13-1****Authorized Alterations for men's uniforms****Item:** Coat, all weather, black**Alteration:** Sleeves, hemline**Item:** Trousers<sup>1</sup>**Alteration:** Bottoms, crotch, seat, waist**Item:** Coat**Alteration:** Shoulders, collar, sleeves, side or back seams, hemline, button alignment, back waist length

Notes:

<sup>1</sup> Alterations to uniforms, camouflage, woodland pattern both temperate and hot weather are limited to shortening trouser length.**Table 13-2****Authorized alterations to women's uniforms****Item:** Coat, all weather, black**Alteration:** Sleeves, hemline**Item:** Coat**Alteration:** Shoulders, collar, sleeves, back or side seams, back waist length, hemline, button alignment, bust**Item:** Skirt**Alteration:** Waist, hemline**Item:** Slacks**Alteration:** Back or side seams, bottoms, crotch, seat, waist**Item:** Shirt, AG 415**Alteration:** Sleeves<sup>1</sup> back or side seams

Notes:

<sup>1</sup> The long sleeves of shirt Army Green Shade 415 can be shortened only if they are one inch or more excess length. (The buttons on cuffs may be set over.)**13-5. Unauthorized alterations**

Alterations will not be made if they would—

a. Cause a material change from the approved concept of fit of the garment.

b. Change a garment to about the same size as another standard tariff garment, unless size substitutions are made by the source of supply.

**Chapter 14****Issue-In-Kind System for USAR Personal Clothing****14-1. Introduction**

a. The issue-in-kind system for personal clothing, when authorized by the Secretary of the Army, is accounted for on DA Form 4886. These forms are available through normal publication supply channels. Sample of completed DA Form 4886 and instructions for completing the form are in figure 14-1. Overprinting of these forms is authorized.

b. Entitlements to initial personal clothing allowances are discussed in chapter 4. Replacement of clothing is on a one-to-one basis, such as boots for boots, or camouflage uniforms for camouflage uniforms. Minimum usage criteria under which clothing exchanges are authorized is established as three years from the date of initial issue. Exceptions must be authorized by the unit commander. Replacement clothing is clothing issued to replace lost, damaged or destroyed clothing. If due to fair wear and tear and not to fault or negligence of the individual, the replacement clothing is free. If due to fault or negligence, replacement is at individual's expense.

c. Exchanged or surplus items will be turned-in to the support installation for disposition. Prior to turn-in of clothing to the supply system—

(1) Make proper entries to the expendable or durable document register.

(2) Remove quantities turned-in from the soldier's DA Form 4886.

(3) Place a copy of the turn-in document in the supporting document file for personal clothing and also in the individual's personal clothing record file.

d. All requests for initial issue, exchange or replacement of personal clothing (except insignia, name tapes and name plates) will be made using DA Form 3078, Personal Clothing Request. DA Form 3078 will be prepared on a "BY NAME, RANK, and SSN" filed according to DA Pam 25-400-2. It will be entered in the expendable/durable document register and a copy retained as a suspense document, prior to forwarding to AMCSS. Upon receipt of clothing, items will be posted to the expendable/durable document register and the soldier's DA Form 4886. Personal clothing will not be stocked in unit supply rooms. Personal clothing held in the supply room pending issue or turn-in (serviceable or unserviceable) will be tagged with the enlisted soldiers's full name, rank and SSN. Stockage of personal clothing for "try-on" is not authorized. Appropriate measurement procedures are contained in TM 10-227. Clothing and footwear sizing information are contained in SB 10-523. Detailed procedures in these publications will be followed as closely as possible to avoid ordering wrong sizes.

e. Insignia, nameplates and nametapes are ordered through normal supply channels, using DA Form 2765-1. Multiple requests for nameplates and nametapes may be ordered using a single DA Form 2765-1 with an attached alphabetical name roster. Insignia may be stocked in unit supply rooms and issued as required (para 5-5).

**14-2. Requests for personal clothing**

a. Requests for personal clothing are submitted on DA Form 3078. Requests for personal clothing will not be consolidated. One DA Form 3078 will be completed for each individual, whether for initial or replacement issue. Instructions for completing the form are found in figure 5-2. Approving authority for DA Form 3078 will be the commander or his/her commissioned or warrant officer representative. A current DA Form 7000 will be on hand to support the approving authority's signature. (See fig 5-2 for preparation and instruction.)

b. Procedures for submitting requests for personal clothing are as follows:

(1) Requests are submitted to the supporting installation or AMCSS. An original and five copies of DA Form 3078 are prepared. More copies may be provided if needed.

(2) The original and four copies of DA Form 3078 are forwarded. One copy is kept by the unit as a suspense copy.

c. On receipt of items, the unit will—

(1) Make proper entries to the durable/expendable document register.

(2) Post quantities of personal clothing received to the soldier's DA Form 4886 (para 14-5). Retain per DA Pam 25-400-2, file number 710-2g.

**14-2.1. Inventory of personal clothing upon receipt from AMCSS**

Upon receipt of personal clothing, whether by mail or pick up at AMCSS, supply personnel receiving the clothing will immediately inventory the items against the AMCSS annotated DA Form 3078. When a pick up is comprised of a large quantity of personal clothing, the inventory may be accomplished at home station. If the inventory matches the issued quantity, the person receiving the clothing will sign in block 31 of DA Form 3078. If quantities do not match, a new DA Form 3078 will be prepared for the shortages.

**14-3. Processing DA Form 3078 by AMCSS's**

a. An improperly prepared form will not be accepted at the AMCSS. The AMCSS completes each DA Form 3078 by marking in the supply action block the actions taken. AMCSS, managed and operated by AAFES, will establish due-outs for items not-in-stock.

b. The original and one copy of DA Form 3078 is forwarded to

the servicing FAO for financial accounting. One copy is returned to the unit, along with the clothing. The AMCSS retains two copies.

#### **14-4. Army Reserve soldiers ordered to annual training or service schools**

a. Soldiers ordered to annual training (AT), annual duty training (ADT), or service schools (179 days or less) normally have their required or authorized clothing prior to reporting for training. Soldier's who are short of clothing items may draw from the AMCSS at their training sites. The following procedures apply:

(1) *Unit soldiers.*

(a) The unit commander will provide a letter stating that the soldier has not received clothing items needed for training and prepare DA Form 3078 (para 14-2).

(b) The soldier reports to AMCSS to receive requested items.

(2) IRR/IMA soldiers (see paras 14-9 and 14-10). The school commandant or training unit commander will determine the uniform requirements for course attendance or unit training and complete DA Form 3078 (fig 5-2).

b. AMCSS will process requests.

c. The soldier will be required to sign the following statement: "I understand that the uniforms issued to me as indicated on the front of DA Form 3078 must be maintained in a serviceable condition by me until the end of my Reserve obligation. In addition, I am required to be in possession of these uniforms for all future training periods or upon reporting to my designated mobilization site in the event the reserve forces are mobilized. Failure to do this will result in my being required to reimburse the Government for any missing uniform items."Note: The above statement will be placed on front of DA Form 3078.

d. Upon the soldier's return from ADT or service school, the soldier will furnish a copy of the DA Form 3078, if applicable, to their unit supply personnel. The unit supply personnel will requisition any shortages from the supporting AMCSS.

e. AMCSS will process requests on a "fill or kill" basis.

f. Soldiers retain all clothing items after training is completed.

g. It is the unit commander's responsibility to ensure issues made are properly posted to DA Form 4886 of the soldier concerned.

#### **14-5. Accounting for personal clothing**

a. Unit or activity commanders will ensure that soldiers have in their possession at all times and in a serviceable condition, items posted to their clothing records. Commanders will conduct inspections/inventories of personal clothing annually to ensure that all items are on hand and serviceable.

a.1. Authentication of annual clothing inventory or inspection will be recorded as follows:

(1) The quantity on-hand will be recorded in the next available column of DA Form 4886. The authentication will be "PER INV", dated and signed in the signature/date block of DA Form 4886 by the individual conducting the inventory/inspection. If non-supply personnel are conducting the inventory/inspection, they will be at least one grade higher than the individual being inspected.

(2) For items that are not serviceable due to fair wear and tear, a turn-in will be initiated and a replacement will be immediately requested. An adjustment document, according to AR 735-5 will be initiated for those items that are short or unserviceable due to individual neglect.

(3) Commanders will permit sergeants through sergeants major to furnish a statement, as shown in figure 14-2, that they have all personal clothing items and all items are serviceable.

---

Statement by sergeants through sergeants major will read:  
Statement

I .....(Name and Rank)....., have in my possession all items of personal clothing issued to me on DA Form 4886. All items are in the authorized quantities, serviceable, and meet the fitting/appearance standards in accordance with AR 670-1 and TM 10-227.

(Signature, Rank and Date)

Note: Commanders will permit sergeants through sergeants major to furnish a statement in lieu of a showdown inspection. Item shortages will be replaced at soldier's expense. Items found to be unserviceable due to FWT will be turned-in at this time and replacements requested.

#### **Figure 14-2. Statement by sergeants through sergeants major**

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b. Replacement of clothing is authorized when—

(1) Personal clothing becomes unserviceable through fair wear and tear. See para 14-1b above.

(2) Soldier has weight variance as result of medically approved weight control program prescribed in AR 600-9.

(3) It becomes unserviceable (destroyed or lost)through no fault of the individual.

(4) It is destroyed by order of a medical officer.

(5) It is destroyed by an act of God, such as fire or flood.

c. The following actions are taken when a new DA Form 4886 is required:

(1) The previous balances are posted in first column. The unused blocks in the column are ruled out in ink. The date and signature of the person is placed at the bottom of the column. The old DA Form 4886 is retained according to DA Pam 25-400-2.

(2) If DA Form 4886 is lost, the unit commander directs that an inventory of personal clothing be taken. Quantities of items in laundries or repair shops are counted as inventories on hand. Based on this inventory, a new DA Form 4886 is prepared. The new form is annotated in the remarks block: "Replaces lost form." Quantities on hand within authorized allowances are placed in column 1. Items less than the allowance are replaced at the soldier's expense unless he or she proves that the items were never issued.

#### **14-6. Accounting for personal clothing when soldiers are released from IADT**

a. When a soldier returns from IADT, USAR unit or activity commanders will ensure that personal clothing issued at reception or training center has been posted to DA Form 4886. This posting will be completed NLT the second multiple unit training assembly (MUTA-4) after soldier returns from IADT.

b. Issues made at the reception or training center on DA Form 3078 or machine printout equivalent, should be posted to DA Form 4886 and retained in the individual clothing record per DA Pam 25-400-2. If a DA Form 3078 or an equivalent is not received from the training center, initial postings to the DA Form 4886 will be made from the results of a clothing inventory.

c. If clothing becomes unserviceable due to fair wear and tear, replacements, not to exceed authorized allowances, are made.

d. When there is a lack of clothing and the clothing record shows that items were issued, persons must replace them at their own expense or sign a statement of charges.

e. When soldiers lack clothing required by Reserve Component allowances, and the clothing record shows that items were never issued, these items are issued and posted to DA Form 4886.

f. Personal clothing issued in excess of Reserve Component allowances during IADT is retained by the soldier. Issue-in-kind replacements are not given until these allowances are reached.

#### **14-6.1. Accounting for personal clothing when soldiers are released from active duty with a reserve contractual obligation**

a. Soldiers having a contractual obligation will bring all of their personal clothing with them when they report for their first training assembly. This includes soldiers arriving after release from active duty and those reporting from the USAR control group.

b. When prior-service (PS) soldier's clothing records are not available, the following actions will be taken:

(1) During the first multiple unit training assembly(MUTA), A 100 percent showdown inventory will be conducted of all personal clothing in the soldier's possession. The inventory will be recorded

on DA Form 4886, and annotated "NO DA FORM 3078. ACCOUNT ESTABLISHED BY INVENTORY."

(2) If the PS soldier has all required personal clothing issued from active duty, only the reserve allowance will be accounted for on the DA Form 4886.

(3) When the soldier's MPRJ arrives and the DA Form 3078 or DA Form 4886 reflects that items were issued but not accounted for during the initial inventory, supply personnel will advise the soldier that replacement will be at the soldier's expense. This may be accomplished by the soldier going to AMCSS and purchasing the missing items, or unit supply personnel initiating a DD Form 362.

(4) If the soldier elects to use the DD Form 362, the DA Form 3078 will be marked replacement. Supply personnel will enter in the remarks block (block 30) one of the following statements: "STATEMENT OF CHARGES DOC#XXXX-XXXX" OR "CASH COLLECTION VOUCHER DOC# XXXX-XXXX."

(5) As last resort, if soldier refuses to admit or accept financial liability, supply personnel will initiate a DA Form 4697 (Report of Survey).

#### **14-7. Accounting for personal clothing on change of status**

a. When the assignment or duty station of a soldier changes within or between Reserve Components, the personal clothing record will be transferred to the gaining organization. All personal clothing (including OCIE as listed in CTA 50-900), will remain in the possession of the soldier. USAR soldiers will not be permitted to hand carry clothing records to new unit assignment.

b. USAR soldiers discharged to accept a commission or warrant officer appointment will retain authorized items of clothing in their possession at the time of appointment. Obsolete or unserviceable items will not be replaced. DA Form 4886 will be closed out and annotated with the remark: "Soldier discharged to accept a commission or warrant officer appointment (as applicable). Records will be maintained according to DA Pam 25-400-2."

c. Soldiers who have or have not satisfactorily completed their obligation or enlistment will retain all personal clothing on separation.

d. Clothing records (DA Form 4886) for soldiers being separated from the unit and transferred to a USAR control group for completion of their reserve obligation will be processed according to procedures in paragraph 12-9g, table 12-2.

e. Soldiers who are leaving a troop program unit to come on special active duty for training (SADT) will retain all personal clothing. Personal clothing authorization for SADT personnel is the same as active duty levels.

#### **14-8. Processing turn-ins of personal clothing**

When no requirement exists, personal clothing is turned-in to the supporting installation. Accounting procedures will be established to ensure that turned-in personal clothing, if appropriate, is credited to the proper appropriation. Items of personal clothing unique to the ROTC program will be turned in to the supporting Installation Supply Division. In the USAR, turn-ins and requests for replacement of personal clothing items will be processed in the following manner:

a. All personal clothing turned-in by or withdrawn from soldiers will be turned-in to the support installation on the appropriate document as determined by the support installation turn-in point. A voucher number will be assigned to the turn-in document from the expendable/durable document register.

b. When a replacement is requested and the soldier does not turn-in a like item or have a statement from the commander for a size change and a review of their clothing record shows that an initial issue was made, the appropriate adjustment document will be initiated. (AR 735-5)

c. In addition to the supply officer and supply sergeant, turn-ins

may be acknowledged by civilian unit administrators or any commissioned or warrant officer designated, in writing, by the unit commander.

#### **14-8.1. Personal clothing for USAR soldiers departing for 30 days or more of active duty for special work (ADSW)** Prior to soldiers departing for 30 days or more ADSW, the unit commander will—

a. Conduct a 100 percent personal clothing showdown inspection and record the results of the inspection in the next available column of DA Form 4886. This column will be annotated "INV", dated and signed by the unit commander or his/her designated representative. When clothing that was previously issued is missing, an adjustment document, according to AR 735-5, will be initiated for the missing items prior to the soldier departing for the ADSW assignment.

b. Prepare a DA Form 3078 for all replacement and initial issue shortages, up to the USAR allowances. The DA Form 3078 will be placed in the soldier's MPRJ prior to the soldier departing for their ADSW assignment. Upon arrival at ADSW assignment station, the ADSW commander will sign and date the new DA Form 3078 for the shortage items. The soldier will handcarry the DA Form 3078 to the AMCSS for issue of the clothing items.

c. Ensure that the soldier's DA Form 4886 is placed in the MPRJ for forwarding to the ADSW assignment station, retaining a copy for the soldier's personal clothing record file.

#### **14-9. Personal clothing for USAR individual ready reserve (IRR) soldiers**

a. The commander of the attached training unit or Reserve Component Activity commander at the supporting installation will—

(1) Inventory the uniform items in the soldier's possession (if any) when reporting for training, using DA Form 3078 or DA Form 4886. This inventory will be verified by the unit commander, supply officer or Directorate Reserve Component Support (DRCS).

(2) Determine any additional uniform item requirements based on his/her training orders and unit scheduled training. The minimum amount of personal clothing considered essential by the attached unit commander or DRCS for completing IRR training requirements, will be requested. The issue of Army Green uniforms and component items will be made only if required for the performance of duty or if the training orders indicate the soldier is requested to complete an official DA photo according to with AR 640-30 while on training.

(3) Assure that additional clothing authorizations do not exceed USAR allowances to include any uniform items already in the soldier's possession. IRR's training in excess of 15 days may be issued more than USAR allowances shown in CTA 50-900. These allowances will not exceed quantities in the AA-P (MPA) column.

(4) Prepares an additional DA Form 3078 in six copies, annotate USAR and IRR in the category block. The sixth copy of DA Form 3078 is maintained by the requesting activity as a suspense copy.

(5) The soldier will be required to sign the statement as shown in paragraph 14-4.

b. The IRR soldier will take the original and four copies of DA Form 3078 to the AMCSS for issue of personal clothing (condition code B, if available). AMCSS issues the clothing and retains the original and three copies. The fifth copy is given to the soldier as a receipt. Additional copies needed will be provided by the unit commander or DRCS.

(1) AMCSS will process the requests on a "fill or kill" basis. Procedures for processing the clothing request are in chapter 5. Funds are charged to RPA.

(2) The unit commander will forward one copy of each DA Form 3078 containing the statement in paragraph 14-9a(5), and a copy of the soldier's training orders to Commander, ARPERCEN, ATTN: DARP-EP, 9700 Page Boulevard, St. Louis, MO 63132-5200.

c. On completion of training, soldiers will retain all clothing items.

d. IRR soldiers attached to units or other DA organizations in an inactive duty for training (IDT) without pay status (points only) may be issued uniforms as required for the performance of such training

as in (a) through (d) above. Approval Authority for such issue is the commander of the unit of attachment.

e. Exchange of obsolete or damaged uniforms may be made as in paragraph 14-11.

#### **14-10. Personal clothing for USAR IMA soldiers**

a. IMA soldiers are authorized a full uniform issue contained in CTA 50-900. On the first and subsequent annual training periods the unit commander will inventory the uniforms in the soldier's possession when reporting for training. The following procedures apply:

(1) Prepare a DA Form 3078 in seven copies (fig 5-2) annotating the requirements necessary to bring the personal clothing inventory up to the Active Army authorizations. Mark the category block beside USAR and "IMA". The seventh copy of DA Form 3078 is maintained by the requesting activity as a suspense copy.

(2) The soldier will take the DA Form 3078 to the AMCSS for issue of the items.

(3) AMCSS will process the request on a "fill or kill" basis. AMCSS will retain the original and three copies of the DA Form 3078. Two legible copies of the form are provided to the soldier.

(4) The unit commander will maintain a supply record on DA Form 4886 for all assigned IMA soldiers.

(5) A current copy of the DA Form 4886 and a copy of the soldier's training orders will be sent to Commander, ARPERCEN each time an adjustment is made. Send the copies to Commander, ARPERCEN, ATTN: DARP-EP, 9700 Page Boulevard, St. Louis, MO 63132-5200.

b. Due to the nonavailability of personal clothing items at AMCSS, additional issues are authorized until Active Army authorizations are met. Additional issues may be made during subsequent annual training periods.

c. Soldiers who report to training without previously issued items will be required to replace the items not in their possession at the soldier's own expense unless it is determined that such loss was due to circumstances beyond the soldier's control.

*Note.* For training requiring the use of the Army Green Uniform the commander should inform the soldier of the requirement prior to the soldier reporting for annual training. All previously issued camouflage uniforms are expected to be in the soldier's possession when reporting for annual training.

d. Exchange of obsolete or damaged uniform items will be made per paragraph 14-11.

#### **14-11. Issue-in-kind for IRR/IMA soldiers**

a. Replacement of obsolete, damaged (not due to negligence or unauthorized use) or lost uniform items will be made as follows.

b. Obsolete or damaged items will be handled as follows:

(1) Obsolete or damaged uniforms will be turned-in to the unit supply. DA Form 3078 will be prepared in seven copies (fig 5-2) for replacement of the items.

(2) The soldier will report to AMCSS for issue of the items.

(3) AMCSS will process the request on a "fill or kill" basis and retain the original and three copies. The soldier will retain one copy and furnish the unit commander with two copies of the DA Form 3078.

(4) IMA unit commanders will retain a copy of all forms for IMA soldiers. These forms will be maintained according to AR 25-400-2 or DA Pam 25-400-2.

(5) A completed copy of the DA Form 3078 or a current copy of DA Form 4886 will be sent to Commander, ARPERCEN, ATTN: DARP-EP, 9700 Page Boulevard, St. Louis, MO 63132-5200.

(6) After the wear-out dates on obsolete items have been achieved, the obsolete items will be replaced. This does not include optional items.

(7) The unit supply will dispose of all obsolete or damaged uniform items according to established disposal procedures.

c. Lost items will be replaced by the soldier.

#### **14-11.1. Active Guard Reserve/Active Component (AGR/AC) soldiers assigned to troop program units (TPU)**

a. Upon arrival of AGR/AC soldiers to a USAR TPU for permanent duty, the commander will direct an inspection/inventory of all personal clothing. Shortages of initial issue items, which will bring the soldier's clothing allowance to AA-P authorization, will be requested within 15 days of assignment (see para 14-11.1c below). Missing clothing items, other than initial issue shortages, will be replaced at the soldier's expense within 30 days of assignment.

b. At the commander's discretion, sergeants through sergeants major may furnish a statement certifying they have all required clothing according to CTA 50-900, and that all items meet the appearance standards of AR 670-1.

c. AGR soldiers are not authorized issue-in-kind replacement of personal clothing once they have completed 6 months of their active duty tour and are receiving a CRA. AGR/AC soldiers receiving a CRA will be required to purchase replacement and new issue items of personal clothing.

#### **14-12. Unauthorized alterations**

Commanders will not permit unauthorized alterations to personal clothing. Authorized alterations are prescribed in tables 13-1 and 13-2. Replacement for items that have undergone unauthorized alterations, such as form fitting, pegging or tapering will be replaced at the expense of the soldier.

#### **14-13. Clothing for ROTC soldiers enrolled in the ROTC/SMP**

a. ROTC soldiers enrolled as officer trainees under the ROTC/SMP according to AR 601-210, chapter 10, will be issued their personal and OCIE initial clothing allowances listed in CTA 50-900 in the same manner as other enlisted USAR soldiers.

b. If personal clothing or OCIE issues to ROTC/SMP soldiers become lost, damaged, or destroyed, the USAR unit to which the ROTC/SMP trainee is assigned will submit the appropriate adjustment document required by AR 700-84, paragraph 14-5 and AR 735-5, through command channels to the appointing or approving authorities.

#### **14-14. Exchange or replacement of personal clothing for USAR TPU soldiers**

a. Exchange of personal clothing is authorized when—

(1) USAR TPU soldiers complete a minimum of 3 years USAR service from date of initial clothing issue. For prior service soldiers, initial clothing issue date is further defined as date soldier is brought up to full USAR clothing authorization. This establishes 3 years as the minimum usage criteria under which clothing exchanges will be authorized. This does not, however, constitute a blanket authorization to exchange all items of personal clothing simply because they are three or more years old.

(2) Items become unserviceable through fair wear and tear.

(3) Items are required due to size change (gain or loss of weight).

b. Replacement of personal clothing is authorized when—

(1) Items are lost, damaged or destroyed through no fault or negligence of the individual. A memorandum signed by the unit commander is required, per AR 735-5, in lieu of other adjustment documents.

(2) Items are destroyed by order of a medical officer. A statement signed by the medical officer or unit commander is required, per AR 735-5, in lieu of other adjustment documents.

(3) Items are lost, damaged or destroyed through fault or negligence of the individual and are adjusted by adjustment documents (DD Form 362 or DA Form 4697, Report of Survey), per AR 735-5

c. Exchange of personal clothing items is authorized when—

(1) When a soldier notifies the unit he or she needs an exchange of clothing, the unit supply sergeant will make a determination of serviceability, prior to making the recommendation for exchange and requesting the replacement items using DA Form 3078.

(2) Items which do not meet the minimum usage criteria will not be requisitioned without the signature of the unit commander on DA Form 3078.

(3) After the requested clothing items are received at the unit, the exchange of clothing will take place between the supply sergeant and the soldier.

(4) Copies of DA Form 3078 requesting clothing exchanges are filed in the soldier's personal clothing record file and serve as an indicator to determine and prevent excess clothing exchanges.

(5) Clothing requests are prepared per paragraph 14-2. Turn-ins are prepared per paragraph 14-8. The unit supply sergeant will check the "exchange" block, block 12 of DA Form 3078, used to

request clothing in an exchange and enter a brief statement in the "REMARKS" block as reason for exchange.

*d. Replacement of personal clothing items.*

(1) The unit supply sergeant will complete DA Form 3078 per paragraph 14-2 and check "REPLACEMENT" in block 12.

(2) A statement on DA Form 3078, or other supporting documents for the transaction, is required in all cases. The statement can be in the form of an attached memorandum or statement signed by the unit commander or medical officer. Adjustment documents, to include document numbers, may also be attached (AR 735-5).

# ISSUE-IN-KIND-PERSONAL CLOTHING RECORD

For use of this form, see 700-84; the proponent agency is ODCSLOG

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** TITLE 10, USC 3012.

**PRINCIPAL PURPOSE:** The issue-in-kind personal clothing records provide an accountable document for clothing received by Reserve component enlisted soldier.

**ROUTINE USES:** The information furnished is used solely for the purposes of identifying the individual so that the clothing record will be filed in the correct Military Personal Record Jacket.

**DISCLOSURE:** Voluntary.

## THIS IS A PERMANENT RECORD

NAME (Last, First, MI) GRADE AND SSN	SIZE	AUTH ALW	INSTRUCTIONS:														
Jones, John W. Pvt 123-45-6789			Entries in ink: name, SSN, quantity, date, and signature.														
PERSONAL CLOTHING ITEMS (Common)			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Bag, Duffle		1	1														
Belt Trousers		2	2														
Boot Combat	9 1/2 R	2	2														
Buckle Black		1	1														
Cap Camou	7	2	2														
Cap Garrison, AG	7	2	2														
Coat All Weather	40	1	1														
Coat Camou HW	M	1	1														
Coat Camou Temp	M	2	2														
Coat Camou CW	M	2	2														
Coat AG	40	1	1														
Gloves Blk Unisex	5	1	1														
Glove, Flexor, Light Duty	5	1	1														
Glove, Insert	5	1	1														
Handkerchief		6	6														
Shirt LS, AG	15-22	1	1														
Shirt SS, AG	15	2	2														
Shoes, Oxford	9 1/2 R	1	1														
Socks, Wool	L	3	3														
Sweatpants, Gray	M	1	1														
Sweatshirt, Gray	M	1	1														
T Shirt, Gray	M	2	2														
Towel Bath																	
Trousers, Camou, HW	M	1	1														
Trousers, Camou, Temp	M	2	2														
Trunks, GP, Gray	M	2	2														
Undershirt Brown	M	3	3														

DA FORM 4886, MAY 93

EDITION OF JUN 91 IS OBSOLETE

Figure 14-1. Sample of a completed DA Form 4886

REVERSE OF DA FORM 4886, MAY 93

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Legend for Figure 14-1:

*Instructions for completing DA Form 4886*

**Name.** Enter name (last, first, middle initial and SSN) (ink, typed, or addressograph only).

**Grade.** Enter the grade of individual (pencil entry).

**Size.** Enter required sizes at time of initial entry (periodically confirm or revise as necessary) (pencil entry).

**Authorized Allowance.** Enter authorized allowance (pencil entry).

**Transactions.** When making entries to a column, rule out lines/blocks not used (ink entry).

**Signature/Date.** Have individual acknowledge transactions by signing and dating in ink at bottom of the column where transaction was posted.

**Inventory/Inspection.** The commander or his or her authorized representative will authenticate the inventory/inspection in the next available column. He/she will annotate &ldquo;per inventory&rdquo;, &ldquo;per inspection&rdquo;, or &ldquo;per inv&rdquo;, &ldquo;per insp&rdquo; and date and sign in ink.

**Remarks.** In addition to inventory/inspection, used to indicate other than normal transactions.

**Name.** Enter name (last, first, middle initial and SSN) (ink, typed, or addressograph only).

**Grade.** Enter the grade of individual (pencil entry).

**Size.** Enter required sizes at time of initial entry (periodically confirm or revise as necessary) (pencil entry).

**Authorized Allowance.** Enter authorized allowance (pencil entry).

**Transactions.** When making entries to a column, rule out lines/blocks not used (ink entry).

**Signature/Date.** Have individual acknowledge transactions by signing and dating in ink at bottom of the column where transaction was posted.

**Inventory/Inspection.** The commander or his or her authorized representative will authenticate the inventory/inspection in the &ldquo;remarks&rdquo; block. He/she will annotate &ldquo;per inventory&rdquo;, &ldquo;per inspection&rdquo;, or &ldquo;per inv&rdquo;, &ldquo;per insp&rdquo; and date and initial in pencil.

**Remarks.** In addition to inventory/inspection, used to indicate other than normal transactions.

## Chapter 15 Issue-in-Kind for ARNG Personal Clothing

### 15-1. Introduction

Paragraphs 15-1e, 15-1h, 15-2a(4), and 15-2b(2) may be modified at the option of the USPFO. These procedures anticipate an automated system of accounting to be published in NGB Pam 700-1.

a. The issue-in-kind system (IICS) will be used in the ARNG replacement of personal clothing.

b. Entitlements to initial allowances are discussed in chapter 4.

c. The retention and disposition of clothing is discussed in chapter 12.

d. Alterations will be made at Government expense and under chapter 13.

e. Requests for personal clothing from the USPFO CIP are submitted on DA Form 3078. Overprinting of information is authorized, for example, organizations or USPFO designation and line item number (LIN). DA Form 518 (Personal Clothing Mail Order Form) may be used for mail order sales per paragraph 16-9. This form is available through normal publications supply channels.

f. Personal clothing will be accounted for on DA Form 4886. These forms are available through normal publications supply channels. Samples of the completed form is shown at figure 14-1. Instructions for completing the form are shown in figure 14-1. Overprinting of these forms is authorized. Unit commander representatives may acknowledge turn-ins.

g. ARNG soldiers receiving a clothing replacement allowance are

not authorized support using the IICS. This includes all ARNG soldiers on active duty in excess of 179 days.

h. Unit commanders will establish an expendable/durable document register for personal clothing not available through the USPFO CIP. Completed document register pages will be filed per DA Pam 25-400-2. The last name of the individual for whom the clothing is ordered will be shown in the "Remarks" block of the document register.

### 15-2. Requests for personal clothing

a. DA Form 3078 will be prepared as follows and submitted to the USPFO CIP. Note: Request for IADT students will be prepared according to paragraph 5-2 and figure 5-2. DA Form 3078 and copy of orders will be submitted to AMCSS.

(1) Document No (Block 1)—USPFO CIP request only— Enter the first four letters of the individual's last name (left justified) plus last four digits of the soldier's SSN.

(2) Voucher No (Block 2)—Leave blank.

(3) Date (Block 3)—Enter date request is prepared.

(4) Name (Last, First, MI) Block 4)—Enter last name, first name, middle initial of the soldier.

(5) SSN (Block 5)—Enter social security number of soldier.

(6) Grade (Block 6)—Enter appropriate rank/grade. Also, enter in the remarks block, initial entry training (IET) for non-prior service enlistees.

(7) Organization (Block 7)—Enter unit to which soldier is assigned.

(8) DODAAC (Block 8)—Enter the unit DOD activity address code.

(9) Priority (Block 9)—Enter the appropriate priority designator code for USAR and ARNG units.

(10) Army Military Clothing Sales Store (Block 10)—Enter USPFO CIP for ARNG.

(11) Category (Block 11)—Check appropriate block.

(12) Type of Transaction (Block 12)—Check appropriate block.

(13) Inventory (Block 13)—Enter in pencil date and initials of person or soldier performing inventory.

(14) Phone No. (Block 14)—Leave blank.

(15) Posted (Block 15)—Enter date inventory posted and initials.

(16) Authorized by (Block 16)—The approving officer places the appropriate regulation and paragraph number authorizing the type transaction.

(17) Approved by (Block 17)—Give name, rank, branch, and signature of the unit commander, or authorized representative (for USPFO CIP only). ARNG may designate an enlisted representative or Property Book Officer (PBO).

(18) Date approved (Block 18)—Date and initials of issuing individual at the USPFO CIP.

(19) Quantity (Blocks 19 and 24) as follows:

(a) Rqn Columns—Enter quantity of each item required. Do not make an entry of 0. An item not required will be indicated by a slash (/).

(b) Issue Column (Blocks 19 and 24)—Leave blank (to be completed by USPFO CIP personnel).

(20) Articles (Blocks 20, 25 and 29)—Articles required for male/female.

(21) Size (Block 21)—Enter appropriate sizes.

(22) Unit Price (Blocks 22 and 27)—Leave blank.

(23) Total Cost (Blocks 23 and 28)—To be completed by USPFO CIP personnel.

(24) Remarks (Block 30)—ARNG/USAR enter "Mail to/Ship to" as appropriate. Explain requests in excess of ARNG BOI (for example, Technician, OCS cadet, IET trainee, and so forth). When items are replacements for adjusted losses or damaged clothing, indicate voucher number for Cash Collections, Statement of Charges, and/or Reports of Survey.

(25) Signature of Recipient (Block 31)—ARNG/USAR. The unit representative receiving items will sign and enter the date of receipt in block 19. Blank lines in the Article Column will be used to list substitute and other items issued.

b. Requests for clothing will be initiated as follows:

(1) Requests for personal clothing stocked at the USPFO CIP will be prepared in four copies using DA Form 3078 and submitted in three copies. The unit retains one copy as a suspense copy.

(2) Requests for personal clothing not stocked at the USPFO CIP will be submitted to the USPFO on DA Form 2765-1 (Request for Issue or Turn-In) using a document number from the expendable/durable document register. The name and SSN for which the request is being made will appear on the request.

(3) Requests for special measurement clothing or footwear will be as outlined in chapter 7.

(4) Consolidated requests for insignia and socks may be made using DA Form 3161 (DA Pam 710-2-1). ARNG units located in excess of 50 miles from the USPFO CIP are authorized to establish an on shelf stockage of rank and organization shoulder insignia. Stockage is not to exceed 5 sets of rank insignia per enlisted grade (subdued and brass) and 25 insignia organization shoulder. Units within 50 miles of the USPFO CIP are not authorized an on shelf stockage of insignia. Stockage of socks at unit level is not authorized.

c. Disposition of DA Form 3078/3161 will be as follows:

(1) The original copy will be returned to the requesting unit for posting to the appropriate DA Form 4886 and filing in the individual clothing file. The DA Form 3078 and DA Form 3161 will be destroyed after review by the Command Supply Discipline Program (CSDP) inspection.

(2) The CIP retains one copy for the CIP voucher file.

(3) The copy retained by the unit as a suspense copy will be given to the individual for his or her personal records after the form is adjusted to reflect the items issued to the individual.

(4) One copy will be mailed to the Bn/Bde S-4 for inclusion in unit's clothing transaction file.

### **15-3. ARNG personnel attending AT, Army area school, or Army service schools other than IADT**

a. Unit commanders are required to ensure that ARNG personnel are equipped with all required personal clothing from ARNG stocks prior to departure for an annual training, Army area school or Army service school.

b. The season, location of the school, duration of training, and the nature and type of schooling or training will determine the type and quantity of clothing to be taken to or issued at the school or installation. Prior coordination by the State AG with the commandant of the school is required to ascertain specifics or special clothing requirements. Such coordination will ensure that required clothing will accompany the individual or be available for issue at the school.

c. When the service uniform is prescribed for wear in the classroom (in excess of 30 days) the school commandant, with the State AG's approval, may issue one additional Army Green uniform with shirt as authorized by CTA 50-900.

d. When ARNG enlisted personnel arrive at AT, or Army area school or Army service schools without adequate individual clothing, installation commanders are authorized to issue required items or replace unserviceable items from AMCSS on a "fill or kill" basis, according to the following procedures:

(1) The commanding officer of the student company or detachment will submit a DA Form 3078 (fig 5-2) in five copies with two copies of orders to the AMCSS.

(2) All ARNG personnel will present their identification, the five copies of the DA Form 3078 and two copies of their orders reflecting the accounting classification to be charged at the AMCSS.

(3) It is the commander's responsibility to ensure that issues made under the provisions of (1) above, will be properly posted to DA Form 4886 of the individual concerned.

(4) DA Form 4886 and DA Form 3645, accompanying the student or forwarded to the school by other means, will be returned to the National Guard unit to which the soldier is assigned.

(5) If the commander of an Army area school or Army service

school require students or cadets to have items or additional quantities of items not authorized the ARNG these items may be issued as required. The USPFO will reimburse the training station for these items.

(6) Clothing and equipment above school requirements and in the possession of the individual upon reporting to the school will not be withdrawn by the school or installation. Replacement of excess items that become unserviceable is not authorized. Unserviceable excess items will be turned in to the USPFO.

e. It is mandatory that special measurement clothing and footwear be requisitioned by the USPFO for issue to ARNG enlisted personnel prior to departure for an Army area school or Army service school. Such items are not stocked at Army installations.

### **15-4. Accounting for personal clothing**

a. All personal clothing issued to individuals in the ARNG will be accounted for on DA Form 4886.

b. Unit commanders will ensure that soldiers have in their possession at all times and in a serviceable condition, items posted to their clothing records. Commanders will conduct inspections of personal clothing annually to ensure that all items are on hand and serviceable. The date of the last inspection will be recorded in the signature/date block, or in the space above that block, write "per inspection" or "per insp" and sign and date the clothing record. Items lost, damaged, or destroyed through neglect or other than indicated in paragraph 15-9 will be adjusted (see AR 735-5). Commanders may permit sergeants through sergeants-major to furnish a statement in lieu of inspection that they have all their clothing and that items are serviceable.

c. The following actions are taken when a new DA Form 4886 is required:

(1) The previous balances are posted in ink on the new form in the first column. The unused blocks in the column are ruled out in ink. The signature of the individual, along with the date, is placed at the bottom of the column. The old DA Form 4886 is retained with the individual's personal clothing record until the next command review.

(2) If DA Form 4886 is lost, the unit commander directs that an inventory of personal clothing be taken. Quantities of items in laundries or repair shops are inventoried as on hand. Based on this inventory, a new DA Form 4886 is prepared. The new form is annotated in the name block: "Replaces lost form." Quantities on hand within authorized allowances are placed in column 1. Items less than the allowance are replaced at the person's expense unless he or she proves that the items were never issued.

### **15-5. Accounting for personal clothing issued prior to IADT**

a. When personnel are ordered to IADT, commander or designated representative (sergeant through sergeant major) will make an inventory, before departure to IADT, of all items previously issued.

b. Prepare a DA Form 3078 in original and two copies. Record the items and quantities of military personnel clothing on it. The person conducting the inventory will enter the words "Inventoried by" and sign the REMARKS block of the DA Form 3078.

(1) The soldier will verify and initial this form in the REMARKS block.

(2) Place the original copy of the inventory in the soldier's duffel bag. The soldier will be given the second copy as a receipt copy. Retain third copy in the unit suspense file pending the individual's return from IADT.

(3) Inventoried clothing of the soldier will be secured in the unit's facility or in a secure storage area.

(4) Upon return to unit, clothing is returned to the soldier. The soldier will acknowledge receipt of the clothing by signing all copies of DA Form 3078 in the signature of recipient block. The original copy of DA Form 3078 showing receipt signature will be filed in the soldier's clothing record file for a period of 1 year or next showdown inspection, whichever occurs first, then destroyed.

### **15-6. Accounting for personal clothing when soldiers are released from IADT**

- a. When soldiers return from IADT, unit or activity commanders will ensure that clothing issued at reception or training centers has been posted to DA Form 4886.
- b. If clothing becomes unserviceable due to fair wear and tear, replacements (not to exceed authorized allowances) are made.
- c. When there is a lack of clothing and the clothing record shows that items were issued, persons must replace them at their own expense or sign a statement of charges or cash collection voucher.
- d. When persons lack clothing required by ARNG allowances in CTA 50-900 and the clothing record shows that items were never issued, these items are issued and posted to DA Form 4886.
- e. Personal clothing issued in excess of ARNG allowances during IADT is retained by the person. Issue-in-kind replacements are not given until excess items have been turned-in as unserviceable and authorized allowances are reached.

### **15-7. Accounting for personal clothing on change of status**

- a. When the assignment or duty station of an enlisted soldier changes within or between states, ARNG units, or the USAR, the personal clothing record will be transferred to the gaining organization. All personal clothing items (not OCIE) will remain in the possession of the soldier.
- b. Individuals who have not satisfactorily completed their obligation or enlistment will return all personal clothing upon separation, except nonrecoverable items. DA Form 4886 will be adjusted to show clothing items retained and will be filed in the individual's MPRJ.
- c. Individuals transferring from the active ARNG to AGR will retain all personal clothing. Such individual will be issued the balance of all clothing items authorized in the AA-P allowances in CTA 50-900.
- d. Individuals discharged from the Active Army and enlisting in the ARNG within 90 days will report to their unit with all personal clothing items per paragraph 12-1e and the personal clothing receipt statement referred to in paragraph 12-9. Persons reporting to their unit without the personal clothing receipt statement referred to in paragraph 12-9 are required to adjust for the missing clothing (AR 735-5).
- e. The DA Form 4886 of individuals who have completed their obligation will be filed in their MPRJ. If the individual returns to ARNG within one year, items retained will be inventoried and checked for serviceability. Items of personal clothing found missing will be replaced by the individual.

### **15-8. Turn-Ins**

- a. Unserviceable and serviceable turn-ins will be made to the USPFO warehouse using DA Form 3161 in four copies. A separate DA Form 3161 will be prepared for each individual. The words "Serviceable Turn-ins or Unserviceable Turn-ins" will appear at the top of the DA Form 3161.
- b. The NSN of the item is placed in block 12b, and the individual's name, rank, and SSN will be placed in block 4 for a single soldier's turn-ins and in blocks 12d through f for turn-ins of two or more individuals.
- c. The issue column will reflect the quantity turned-in.
- d. Items which are unserviceable for reasons other than fair wear and tear will be accounted for on an appropriate adjustment document (AR 735-5). The entry: "Trousers, Utility--See Statement of Charges (S/C) Voucher Number" will be entered in the item description block. Items delivered to the USPFO warehouse which are unserviceable for reasons other than fair wear and tear which are not accounted for as indicated above will not be accepted by the USPFO.
- e. The individual whose name appears at the top of the form will sign in block 13, DA Form 3161. The unit representative processing the turn-in will sign and date as receipting the clothing in block 14, DA Form 3161.

f. When the clothing is turned in to the USPFO, the USPFO representative receiving the clothing will sign and date the form in block 15, DA Form 3161.

g. The USPFO may require that an Active Army commissioned officer certify that clothing was rendered unserviceable due to fair wear and tear prior to acceptance by unit or USPFO representative. The USPFO will publish procedures on how clothing will be identified by Active Army commissioned officers after certification. The USPFO must have an Active Army commissioned officer make a fair wear and tear determination prior to turning in any unserviceable clothing to DRMO. This requirement is stated in 32 USC 710(f).

h. Disposition of DA Form 3161 will be as follows:

- (1) One copy will be provided the individual for his or her personal records. This copy will be provided at the time the clothing is turned-in to the unit representative. It will not be provided if an exchange of clothing has been posted to the DA Form 4886; in which case this copy will be destroyed.
- (2) One copy will be retained by the unit as a suspense copy. Two copies are forwarded to the USPFO. The suspense copy is destroyed upon return of the completed original from the USPFO.
- (3) One copy will be retained by the USPFO to support the stock record account transaction.
- (4) The original will be returned to the unit to support the posting to, and to be filed with, the individual's DA Form 4886 in the unit files (AR 25-400-2 or DA Pam 25-400-2).

### **15-9. Exchange or replacement of personal clothing**

- a. Exchange of personal clothing is authorized when—
  - (1) ARNG soldiers complete a minimum of three years of National Guard Service. This is established as the minimum usage criteria under which clothing exchanges will be authorized.
  - (2) Items become unserviceable through fair wear and tear.
  - (3) Items are needed because of size change.
- b. Replacement of personal clothing is authorized when—
  - (1) Items are destroyed or lost through no fault of the individual.
  - (2) Items are destroyed by order of a medical officer.
  - (3) Items are adjusted according to AR 735-5.
- c. The following method should be used to exchange clothing. The individual notifies the unit that he or she needs an exchange of clothing at which time a request for the clothing is sent to the USPFO CIP. After the requested clothing is received at the unit, the exchange of clothing will take place between the unit representative and the individual. DA Form 4886 will not be adjusted if a single item is exchanged or if the request for exchange of multiple items is filled by the CIP at the same time. Copies of the DA Form 3078 requesting clothing items for exchange that are placed in the individual's clothing record file serve as the tool to determine excessive exchange of unserviceable clothing. Requests are submitted per paragraph 15-2 and turn-ins are made per paragraph 15-8. The unit representative will check "CHANGE" in block 12 on DA Forms 3078 used to request clothing in an exchange transaction and a statement will be placed in the "REMARKS" block explaining the exchange.
- d. Replacement of clothing will be accomplished by completing DA Form 3078 according to paragraph 15-2. The unit representative will check "REPLACEMENT" in block 12 on DA Forms 3078 used to request clothing in a replacement transaction. A statement supporting the replacement is required in all cases. This will be either a commander's or medical officer's statement or adjustment document according to AR 735-5. Document numbers will be included where applicable.

### **15-10. Optional exchange procedures for personal clothing**

- a. The following optional method may be used to exchange clothing. The individual turns-in personal clothing items requiring replacement to the unit representative. The unit representative will prepare DA Form 3078 in five copies, checking the exchange block. The original and two copies of the DA Form 3078, along with

personal clothing items requiring replacement, will be forwarded to the USPFO CIP.

b. The soldier will sign the remaining two copies of the DA Form 3078 in the "Authorized By" block and the unit representative will sign for receipt of the clothing in the "Approved By" block. One copy will be given to the soldier as a receipt and the other copy will be retained by the unit as a suspense copy.

c. Upon receipt by the unit of exchanged items from the USPFO CIP, the unit will verify the issue with the suspense copy of DA Form 3078. The soldier will be notified of receipt of items. For the exchange, the soldier will present his/her receipt copy. The completed DA Form 3078 will then be retained in the unit clothing record file. Retain per DA Pam 25-400-2.

d. DA Form 4886 need not be adjusted for replacement of exchanged clothing. All other documents affecting balances of personal clothing will continue to be posted to DA Form 4886.

## **Chapter 16**

### **ARNG Clothing Issue Point-USPFO operation**

#### **16-1. Establishment of CIP's**

USPFOs will establish CIPs for the issue of personal clothing listed in CTA 50-900.

#### **16-2. Stockage**

Paragraphs 16-6, 16-7, 16-8, and 16-9 may be modified by USPFO.

a. USPFOs will determine which individual clothing items will be stocked in the CIP.

b. The requisitioning objective (RO) for individual clothing at the CIP will be computed by the days of supply (DOS) stockage method as outlined in DA Pam 710-2-2.

c. Pending development of revised programs providing for actual order-ship-time (OST), automated procedures will reflect the following parameters for the RO:

(1) Order-ship-time—30 days. OCONUS—60 days.

(2) Safety level—15 days.

(3) Operating level—30 days.

d. Backup stocks will not be stocked by the USPFO.

e. CIP stocks will be accounted for by quantity by LIN.

f. Stockage levels (SL) will be recomputed to coincide with the submission of data for the Logistics Management Report (LMR). It is intended that the LMR reflect the most current SL for the CIP.

g. A minimum amount of tariff sized clothing may be stocked without regard to demand data.

h. Detail or summary stock accounting procedures will be used.

#### **16-3. Inventories**

a. Formal inventories are taken every 6 months as follows:

(1) At times determined by the USPFO.

(2) When a new manager or officer-in-charge is appointed.

b. Informal inventories are taken as required between formal scheduled inventories. These inventories are taken to determine the condition of the account and the losses, gains, errors, and replenishments.

c. Facilities may be closed for a period not to exceed 3 workdays when formal inventories are made.

#### **16-4. Adjustments in the account**

a. When semiannual inventory is made an allowable loss of not to exceed one-half of 1 percent of all issues and transfers is authorized to cover minor losses and discrepancies.

b. Nonoperational losses such as fire and theft are to be surveyed regardless of the amount, according to AR 735-5.

#### **16-5. Replenishment**

a. Replenishment stocks for the CIP will be ordered from the USPFO by NSN.

b. The CIP manager will establish an expendable/durable document register and voucher file (DA Pam 710-2-2). An automated document register may be used.

#### **16-6. Issues**

a. Issues may be made over the counter, mailed, or delivered.

b. Issues from CIP will only be made in response to requests submitted on DA Form 3078. Issues will not be made directly to individuals.

c. Issues will be made using DA Form 3078 and signed for by the unit representative authorized to receive the clothing over the counter or from the mail or other modes of delivery. The soldier will sign for clothing issues on DA Form 4886.

d. Requests for individual clothing items not stocked in the CIP will be submitted on DA Form 2765-1. Issues will be made to the unit on DD Form 1348.

e. The USPFO will establish a CIP voucher file. This voucher file will contain all receipt and issue documents pertaining to CIP operations during a monthly cycle. All vouchers will be filed by date action was completed, or by weekly truck run, by unit and date completed.

f. The USPFO will forward copies of receipt and issue documents pertaining to an individual to the appropriate level of the chain-of-command (Bn or Bde S4). All vouchers will be filed by unit and alphabetically by individual. The individual issue and turn-in file will be used by command representatives during CSDP inspections to verify property records.

#### **16-7. Due-out procedures**

Out of stock items will be extracted from the request for issue. Due-outs will be established by the CIP for items extracted.

#### **16-8. Classification and inspection**

a. The USPFO will inspect all clothing received from individuals using TM 10-8400-201-23.

b. The USPFO will coordinate with the senior Army adviser to have an Active Army commissioned officer make the final fair wear and tear determination of clothing prior to the transfer of unserviceable clothing to the DRMO. Clothing determined to have been rendered unserviceable due to other than fair wear and tear will be processed per AR 735-5.

c. Clothing determined to be serviceable will be returned to USPFO stocks for reissue to the CIP.

#### **16-9. Sale of clothing from the USPFO CIP**

a. The USPFO may sell individual clothing from the CIP stocks to soldiers of the Active Army, ARNG, and USAR.

b. The USPFO will designate which individual clothing items stocked by the CIP may be sold. Special measurement sizes of clothing or footwear items will not be stocked. Distinctive officers' uniforms and identification devices are not authorized for stockage or sale.

c. Purchases will be made through use of personal checks, money orders, or certified checks. No sales will be made by cash. All checks and money orders will be made payable as prescribed by the servicing FAO.

d. The USPFO will not accept post-dated checks, personal checks for amounts larger than the sum due from the sale, nor personal checks from individuals when a reasonable doubt exists that the check will be uncollectable. Neither will checks be cashed as a matter of convenience. No cash funds are authorized.

e. Charge sales are not authorized.

f. The DA Form 3078 completed per paragraph 15-2 will be used except for the cost columns which will reflect the actual cost data from the current AMDF.

g. DD Form 362 will be used to account for the funds.

h. All funds will be forwarded by the USPFO to the servicing FAO as a minimum on a weekly basis. All funds will be credited to account number 21-06018-C-930-P3116-S99999 (AR 37-100-FY).

*i.* USPFOs are authorized to fill mail order requests that are considered necessary.

(1) Price lists will be made available when mail order service is considered necessary.

(2) Mail orders may be submitted on DA Form 3078 and will be accompanied by a check or money order in the exact amount of the total sale made payable to the servicing FAO. Checks or money orders in amounts greater than the exact amount will be returned for resubmission in the exact amount. When funds received are not adequate to cover the cost, the USPFO may advise the person who submitted the mail order that the original remittance is being held and the shipment of items ordered is being suspended pending receipt of check or money order for the required additional funds. Funds submitted for out of stock items will be refunded by the USPFO if items cannot be shipped within 30 days.

(3) DA Forms 3078 submitted will reflect all required data as follows:

- (a) Name and address of the USPFO CIP.
- (b) Name, grade, and SSN of the purchaser.
- (c) Shipping address of the purchaser.
- (d) Type and amount of payment enclosed with the mail order.
- (e) Item description, size, and quantity of each item required.
- (f) Statement that items are required for wear in the performance of military or ARNG technician duty.

(4) Action by the USPFO or manager will be as follows:

- (a) Complete DA Form 3078.
- (b) Enter the date shipped on the DA Form 3078.
- (c) Process DA Form 3078 with payment which will be sent by the USPFO to the servicing FAO.

*j.* The USPFO will use DA Forms 3078 as source documents for establishing a detailed record of sales to individuals.

*k.* No one time sale to ARNG or USAR enlisted personnel will exceed quantities of items authorized for ARNG or USAR enlisted personnel in CTA 50-900. No one time sale to officers will exceed the required quantities. (See AR 670-1).

*l.* Clothing purchased from USPFO CIPs will not be used for civilian use unless authorized by AR 670-1.

*m.* The exchange on CIP sales is as follows:

(1) The exchange of a clothing item for a like item or different size is permitted, provided the item being exchanged is in the same condition as it was at the time of the sale.

(2) CIP items that reveal defective workmanship or material will be handled as follows:

(a) Repair at Government expense is authorized when the item is economically repairable and when such repair will not result in a visible defect.

(b) Items that cannot be economically repaired will be accepted by the USPFO in exchange for a like item.

*n.* USPFOs will use chapter 7 to develop procedures for the acquisition and issue of special measurement items.

#### **16-10. Optional exchange procedures for personal clothing from the USPFO CIP**

*a.* USPFO CIP personnel will, upon receipt, verify personal clothing received for exchange by circling the quantity entered in the "Quantity" block and placing their initials and date verified in the "Remarks" block.

*b.* CIP personnel will place copy 3 of DA Form 3078 with the clothing. Clothing items exchanged will be consolidated and recorded on a DA Form 3161 with the DA Form 3078 attached as documentation to support the audit trail. This DA Form 3161 is used to turn-in the clothing to the stock record account. The original and one copy of the DA Form 3078 will be forwarded to the CIP manager for processing.

*c.* The CIP manager will complete the DA Form 3078 as a request for issue, make a copy of the DA Form 3078 for the CIP voucher file and retain the copy for filing in the USPFO unit review file. The original will be placed with the clothing to be sent to the unit.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 12-15**

Joint Security Assistance Training (JSAT) Regulation (Cited in para 3-1.)

#### **AR 32-4**

Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags. (Cited in para 7-2.)

#### **AR 145-1**

Senior ROTC Program: Organization, Administration and Training.(Cited in paras 10-5 and 10-6.)

#### **AR 190-30**

Military Police Investigations. (Cited in para 8-3.)

#### **AR 670-1**

Wear and Appearance of Army Uniforms and Insignia. (Cited in chaps 3, 8 and 16.)

#### **AR 725-50**

Requisitioning, Receipt, and Issue System. (Cited in para 9- 5.)

#### **AR 735-5**

Policies and Procedures for Property Accountability. (Cited in chaps 9, 12, 14, 15, and 16.)

#### **CTA 50-900**

Clothing and Individual Equipment. (Cited in chaps 4, 5, 6, 8,9, 10, 15, and 16.)

#### **DA Pam 600-8**

Unit Level Procedure (Cited in paras 12-12 and 12-13.)

#### **DA Pam 710-2-1**

Using Unit Support System. (Cited in chaps 1, 6, 9, and 10.)

#### **DA Pam 710-2-2**

Supply Support Activity Supply System. (Cited in paras 16-2 and 16-4.)

#### **DA Pam 738-750**

Funtional Users Manual for the Army Maintenance Management System(TAMMS). (Cited in para 3-5.)

#### **SB 10-523**

Size Tariff for Clothing, Equipage and Footwear. (Cited in para 6-8.)

#### **TM 10-227**

Fitting of Army Uniforms and Footwear. (Cited in para 1-7 and 16-7.)

#### **TM 10-8400-201-23**

General Repair Procedures for Clothing. (Cited in para 1-7.)

### **Section II Related Publications**

#### **AR 1-75**

Administrative and Logistical Support of Oversea Security Assistance Organizations (SAO)

#### **AR 11-2**

Army Programs, Internal Control Systems

#### **AR 27-20**

Claims

#### **AR 37-103**

Finance and Accounting Disbursing Operations for Offices

#### **AR 37-104-3**

Military Pay and Allowances Procedures: Joint Uniform Military Pay System (Jumps-Army)

#### **AR 40-3**

Medical, Dental, and Veterinary Care

#### **AR 190-47**

The U.S. Army Correctional System

#### **AR 210-130**

Laundry and Dry Cleaning Operations

#### **AR 381-141(C)**

Intelligence Contingency Funds

#### **AR 600-8-1**

Army Casualty and Memorial Affairs and Line of Duty Investigations

#### **AR 600-9**

The Army Weight Control Program

#### **AR 635-200**

Enlisted Personnel

#### **AR 672-5-1**

Military Awards

#### **AR 735-11-2**

Reporting of Item and Packaging Discrepancies

#### **AR 930-5**

American National Red Cross Service Program and Army Utilization

#### **DA Pam 600-19**

Quality of Life Program Evaluation/Minimum Standards

#### **NGB Pam 37-100**

Army National Guard Management Structure

#### **Exchange Operating Procedures (EOP 40-4)**

Military Clothing Sales Stores

### **Section III Prescribed Forms**

#### **DA Form 3078**

Personal Clothing Request. (Prescribed in para 5-2a.)

#### **DA Form 4886**

Issue-In-Kind Personal Clothing Record. (Prescribed in para 14-1.)

#### **DA Form 7000**

Delegation of Authority - Army Military Clothing Sales Stores. (Prescribed in para 1-7.)

#### **DD Form 150**

Special Measurements Blank for Special Measurements/Orthopedic Boots and Shoes. (Prescribed in paras 7-4 and 9-6c.)

#### **DD Form 358**

Armed Forces Measurement Blank (Special Sized Clothing for Men).(Prescribed in para 7-2a.)

**DD Form 754**

Repair Tag. (Prescribed in para 6-10.)

**DD Form 1111**

Armed Forces Measurement Blank--Special Sized Clothing for Women. (Prescribed in para 7-2a.)

**DD Form 2340**

Annual Report on Uniform Commutation Fund. (Prescribed in para 10-17.)

**Section IV****Referenced Forms****DA Form 137**

Installation Clearance Record (AR 210-10)

**DA Form 1687**

Notice of Delegation of Authority—Receipt for Supplies (DA Pam 710-2-1)

**DA Form 2062**

Hand Receipt/Annex Number (DA Pam 710-2-1)

**DA Form 2765**

Request for Issue or Turn In (DA Pam 710-2-1)

**DA Form 2765-1**

Request for Issue or Turn In (DA Pam 710-2-1)

**DA Form 3161**

Request for Issue or Turn In (DA Pam 710-2-1)

**DA Form 3645**

Organization Clothing and Equipment Record (DA Pam 710-2-1)

**DA Form 3645-1**

Additional Organization Clothing and Equipment Record (DA Pam 710-2-1)

**DA Form 4697**

Department of the Army Report Of Survey (AR 735-5)

**DA Form 4949**

Administrative Adjustment Report (DA Pam 710-2-1)

**DD Form 362**

Statement of Charges/Cash Collection Voucher (AR 735-11)

**DD Form 1173**

Uniformed Services Identification and Privilege Card

**DD Form 1348**

DOD Single Line Item Requisition System Document (Manual)(AR 725-50)

**DD Form 1348-1**

DOD Single Line Item Release Receipt Document (AR 725-50) SF 364

**SF 361**

Transportation Discrepancy Report (AR 55-38)

**SF 364**

Report of Discrepancy (ROD)

**SF 368**

Product Quality Deficiency Report (Category II) (AR 702-7)

**SF 1034**

Public Voucher for Purchases and Services Other than Personal (AR 37-107)

## **Glossary**

### **Section I**

#### **Abbreviations**

##### **ATCOM**

US Army Aviation and Troop Command

##### **CRA**

Clothing replacement allowance

### **Section II**

#### **Terms**

##### **Clothing Replacement Allowance**

Funds allocated to soldiers annually for replacement by purchase of personal uniform clothing by the individual.

##### **Clothing Store Manager**

A person designated by the local exchange manager to be responsible for store supervision and store operation.

This section contains no entries.



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